

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

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

1. DATE OF ORDER 05/09/2008		2. CONTRACT NO. (if any) GS-23F-06-FD-A-0011		e. SHIP TO: 4. NAME OF CONSIGNEE Department of Homeland Security	
3. ORDER NO. HSSCCG-08-F-00279		4. REQUISITION/REFERENCE NO. CFO-08-0022		b. STREET ADDRESS Citizenship & Immigration Services 20 MASS AVE NW ATTN: Lyndon Lewis	
5. ISSUING OFFICE (Address correspondence to) USCIS Contracting Office Department of Homeland Security 70 Kimball Avenue South Burlington VT 05403				c. CITY Washington	
				d. STATE DC	
				e. ZIP CODE 20529	
7. TO:				f. SHIP VIA	
a. NAME OF CONTRACTOR DELOITTE TOUCHE LLP				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS SUITE 500 12010 SUNSET HILLS RD				REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY RESTON		e. STATE VA		f. ZIP CODE 201905856	
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE Chief Financial Officer	

11. BUSINESS CLASSIFICATION (Check appropriate boxes)				12. F.O.B. POINT Destination	
<input type="checkbox"/> a. SMALL	<input checked="" type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> d. SERVICE-DISABLED VETERAN-OWNED		
<input type="checkbox"/> e. WOMEN-OWNED	<input type="checkbox"/> f. HUBZone	<input type="checkbox"/> g. EMERGING SMALL BUSINESS			
13. PLACE OF Destination		14. GOVERNMENT BR. NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) Multiple	
b. ACCEPTANCE Destination		16. DISCOUNT TERMS Net 30			

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	GSA Contract #: GS-23F-8132H DUNS Number: 187107958+0000 BASE YEAR - 12 MONTHS FROM ISSUANCE OF NOTICE TO PROCEED Continued ...	1	SV	0.00	0.00	

15. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:						
a. NAME Department of Homeland Security						\$1,974,316.26
b. STREET ADDRESS (or P.O. Box) USCIS Office of Chief Financial Officer Attn: Deanean Bullock 20 Massachusetts Ave, NW 4th Floor						
c. CITY Washington		d. STATE DC		e. ZIP CODE 20529		\$1,974,316.26
17(i) GRAND TOTAL						

22. UNITED STATES OF AMERICA BY (Signature) <i>Laura B. Zuchowski</i>		23. NAME (Typed) Laura B. Zuchowski TITLE: CONTRACTING/ORDERING OFFICER	
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**ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION**

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

DATE OF ORDER
05/09/2008

CONTRACT NO.
GS-23F-06-FD-A-0011

ORDER NO.
HSSCOG-08-F-00279

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
	Accounting Info: EXFD000 000 EX 50-01-00-000 11-00-0000-00-00-00-00 GE-25-14-00 000000 Funded: \$0.00	(b)(4)		(b)(4)	(b)(4)	
0001A	Accounting Services - Experienced Senior Manager Accounting Info: EXFD000 000 EX 50-01-00-000 11-00-0000-00-00-00-00 GE-25-14-00 000000 Funded: [REDACTED]					
(b)(4)	0001B Accounting Services - Experienced Senior Consultant Accounting Info: EXFD000 000 EX 50-01-00-000 11-00-0000-00-00-00-00 GE-25-14-00 000000 Funded: [REDACTED]					
(b)(4)	0001C Accounting Services - Senior Staff Accounting Info: EXFD000 000 EX 50-01-00-000 11-00-0000-00-00-00-00 GE-25-14-00 000000 Funded: [REDACTED]					
(b)(4)	0001D Accounting Services - Junior Staff Accounting Info: EXFD000 000 EX 50-01-00-000 11-00-0000-00-00-00-00 GE-25-14-00 000000 Funded: [REDACTED]					
(b)(4)	0001E Other Direct Costs (ODC's) Accounting Info: EXFD000 000 EX 50-01-00-000 11-00-0000-00-00-00-00 GE-25-14-00 000000 Continued ...					

TOTAL CARRIED FORWARD TO 187 PAGE (ITEM 17(F))

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

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

DATE OF ORDER 05/09/2008 CONTRACT NO. GS-23F-06-FD-A-0011

ORDER NO. HSSCCG-08-F-00279

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
(b)(4)	Funded: [redacted]					
0002	OPTIONAL LINE ITEM - OPTION YEAR 1 Amount: \$0.00 (Option Line Item) 05/01/2009 Accounting Info: TBD Funded: \$0.00	1	SV	0.00	0.00	
		(b)(4)		(b)(4)		
0002A	Accounting Services - Experienced Senior Manager Amount: [redacted] (Option Line Item) 05/01/2009 Accounting Info: TBD Funded: \$0.00				0.00	
(b)(4)						
0002B	Accounting Services - Experienced Senior Consultant Amount: [redacted] (Option Line Item) 05/01/2009 Accounting Info: TBD Funded: \$0.00				0.00	
(b)(4)						
0002C	Accounting Services - Senior Staff Amount: [redacted] (Option Line Item) 05/01/2009 Accounting Info: TBD Funded: \$0.00				0.00	
(b)(4)						
0002D	Accounting Services - Junior Staff Amount: [redacted] (Option Line Item) 05/01/2009 Accounting Info: TBD Funded: \$0.00				0.00	
(b)(4)						
0002E	Other Direct Costs (ODC's) Amount: [redacted] (Option Line Item) Continued ...				0.00	
(b)(4)						

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 174-1)

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

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

DATE OF ORDER: 05/09/2008
CONTRACT NO.: GS-23F-06-FD-A-0011

ORDER NO.: HSSCCG-08-F-00279

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
	05/01/2009 Accounting Info: TBD Funded: \$0.00					
0003	OPTIONAL LINE ITEM - OPTION YEAR 1, Maximum period of 12 months Amount: \$0.00 (Option Line Item) 05/01/2009 Accounting Info: TBD Funded: \$0.00	1	SV	0.00	0.00	
(b)(4)	0003A Accounting Services - Experienced Senior Manager Amount: [redacted] (Option Line Item) 05/01/2009 Accounting Info: TBD Funded: \$0.00	[redacted]	[redacted]	(b)(4)	0.00	
(b)(4)	0003B Accounting Services - Experienced Senior Consultant Amount: [redacted] (Option Line Item) 05/01/2009 Accounting Info: TBD Funded: \$0.00	[redacted]	[redacted]	(b)(4)	0.00	
(b)(4)	0003C Accounting Services - Senior Staff Amount: [redacted] (Option Line Item) 05/01/2009 Accounting Info: TBD Funded: \$0.00	[redacted]	[redacted]	(b)(4)	0.00	
(b)(4)	0003D Accounting Services - Junior Staff Amount: [redacted] (Option Line Item) 05/01/2009 Accounting Info: Continued ...	[redacted]	[redacted]	(b)(4)	0.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 1700)

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

PAGE OF PAGES
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IMPORTANT: Mark all packages and papers with correct and/or order numbers.

DATE OF ORDER: 05/09/2008
CONTRACT NO.: GS-23F-06-FD-A-0011

ORDER NO.: HSSCCG-08-F-00279

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
	EXFD000 000 EX 50-01-00-000 11-00-0000-00-00-00-00 GE-25-14-00 000000 Funded: \$0.00					
(b)(4)	0003E Other Direct Costs (ODC's) Amount: [redacted] (Option Line Item) 05/01/2009 Accounting Info: TBD Funded: \$0.00				0.00	
	0004 OPTIONAL LINE ITEM - OPTION YEAR 2 Amount: \$0.00 (Option Line Item) 05/01/2010 Accounting Info: TBD Funded: \$0.00	1	SV	0.00	0.00	
(b)(4)	0004A Accounting Services - Experienced Senior Manager Amount: [redacted] (Option Line Item) 05/01/2010 Accounting Info: TBD Funded: \$0.00	[redacted]		[redacted]	0.00	
(b)(4)	0004B Accounting Services - Experienced Senior Consultant Amount: [redacted] (Option Line Item) 05/01/2010 Accounting Info: TBD Funded: \$0.00	[redacted]		[redacted]	0.00	
(b)(4)	0004C Accounting Services - Senior Staff Amount: [redacted] (Option Line Item) 05/01/2010 Accounting Info: TBD Funded: \$0.00 Continued ...	[redacted]		[redacted]	0.00	

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

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

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

DATE OF ORDER 05/09/2008 CONTRACT NO. GS-23F-06-FD-A-0011

ORDER NO. HSSCCG-08-F-00279

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
(b)(4)	0004D Accounting Services - Junior Staff Amount: [redacted] Option Line Item) 05/01/2010 Accounting Info: TBD Funded: \$0.00	(b)(4)		(b)(4)	0.00	
(b)(4)	0004E Other Direct Costs (ODC's) Amount: [redacted] Option Line Item) 05/01/2010 Accounting Info: TBD Funded: \$0.00				0.00	
	0005 OPTIONAL LINE ITEMS - OPTION YEAR 2, Maximum period of 12 months Amount: \$0.00 (Option Line Item) 05/01/2010 Accounting Info: TBD Funded: \$0.00		1 SV	0.00 (b)(4)	0.00	
(b)(4)	0005A Accounting Services - Experienced Senior Manager Amount: [redacted] Option Line Item) 05/01/2010 Accounting Info: TBD Funded: \$0.00				0.00	
(b)(4)	0005B Accounting Services - Experienced Senior Consultant Amount: [redacted] Option Line Item) 05/01/2010 Accounting Info: TBD Funded: \$0.00				0.00	
(b)(4)	0005C Accounting Services - Senior Staff Amount: [redacted] Option Line Item) Continued ...				0.00	

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

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

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

DATE OF ORDER 05/09/2008 CONTRACT NO. GS-23F-06-FD-A-0011

ORDER NO. HSSCCG-08-F-00279

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
	05/01/2010 Accounting Info: TBD Funded: \$0.00					
(b)(4) 0005D	Accounting Services - Junior Staff Amount: [redacted] Option Line Item) 05/01/2010			(b)(4)	0.00	
	Accounting Info: TBD Funded: \$0.00					
(b)(4) 0005E	Other Direct Costs (ODC's) Amount: [redacted] Option Line Item) 05/01/2010				0.00	
	Accounting Info: TBD Funded: \$0.00 The Contractor shall perform in accordance with the Statement of Work, which is hereby incorporated and attached as detailed in their technical proposal dated April 14, 2008 and price proposal dated April 24, 2008. The estimated price of the base year of this BPA Call is \$1,974,316.26. The total estimated price for this BPA Call including optional line items is \$7,992,488.84. This BPA Call is awarded on a Time and Materials basis. The ceiling price of this BPA Call is \$8,100,000.00. This call is subject to the terms and conditions of the DHS BPA # GS-23F-06-FD-A-0011. It is the Contractor's responsibility to monitor the funds expended and advises the Contracting Officer and COTR when 75% of the funds available on this BPA Call have Continued ...					

TOTAL CARRIED FORWARD TO 181 PAGE (ITEM 178-D)

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

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

DATE OF ORDER

CONTRACT NO.

ORDER NO.

05/09/2008

GS-23F-06-FD-A-0011

HSSCCG-08-F-00279

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY ORDERED (C)	LIMIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
	<p>been expended. The Government also cautions that if the Contractor performs services for which funds are not available on this BPA Call, they do so at their own risk. The only funds available for this order are those found on item 17(i).</p> <p>The total amount of award: \$7,992,488.84. The obligation for this award is shown in box 17(i).</p>					

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

STATEMENT OF WORK

**United States Department of Homeland Security
United States Citizenship and Immigration Services (USCIS)
Office of Planning, Budget and Finance
Financial Management and Accounting Support Services**

March 2008

1. Title of Project

Financial Management and Accounting support for the U.S. Department of Homeland Security (DHS), U.S. Citizenship and Immigration Services (USCIS), Office of the Chief Financial Officer (OCFO).

2. Period of Performance

The base period of performance shall consist of twelve months after Notice-To-Proceed (NTP) has been issued by the Component Contracting Officer. The total period of performance may include two optional line items with 12-month periods and two optional line items for additional support up to a maximum of 12 months in duration to coincide with the two optional periods. The optional line items, if exercised, may extend the period of performance up to 36 months after the NTP.

3. DHS Component Contracting Officer's Technical Representative (Component COTR)

United States Citizenship and Immigration Services
Office of Chief Financial Officer
20 Massachusetts Avenue, NW 4th Floor Suite 4018
Washington, DC 20529
(202) 272-1860

4. Program Manager

United States Citizenship and Immigration Services
Office of the Chief Financial Officer
20 Massachusetts Avenue, NW 4th Floor Suite 4018
Washington, DC 20529
(202) 272-0949

5. Project Background

The OCFO, Financial Management Division (FMD) requires Financial and Accounting support to assist with the management and execution of financial management programs. FMD operates under the purview of the Government Management Reform Act of 1994 (GMRA), which established the dual criteria of financial integrity and accountability for all major federal departments and agencies. To comply with GMRA, USCIS must:

Prepare an [annual] financial statement covering all accounts and associated activities at USCIS. The statement should conform to OMB guidance, and it should be audited by the agency Inspector General. The statement should reflect (1) the overall financial position of the programs and activities covered by the statement, including assets and liabilities thereof; and (2) results of operations of those programs and activities.

USCIS currently is audited at a consolidated level within DHS. To maintain an unqualified opinion at the DHS consolidated level, FMD needs to develop, implement, and execute financial management procedures that adhere to the federal accounting standards and regulations stated above. The challenges for FMD's efforts to produce timely and reliable financial data include, but are not limited to, the new financial responsibilities attributable to the accelerated and expanded financial statement reporting requirements, the volume and complexity of financial accounts, obtaining additional responsibility and accountability over financial reporting and the need to supplement their existing personnel.

6. Scope

The Contractor shall provide advice, consultation, review, analysis and assistance to support the overall improvement of the financial management functions regardless of geographic location within USCIS.

7. Tasks

The Contractor shall support implementation of the financial management initiative by analyzing and commenting on related project plans, participating in oversight and monitoring meetings, and advising on related issues.

Specific Tasks:

CLIN 0001 Base Period: 12 months following the Notice to Proceed (NTP), tasks 7.1, 7.2, 7.3, 7.4 and 7.5.

CLIN 0002 Optional Period 1: 12 months following CLIN 0001, Base Period, tasks 7.1, 7.2, 7.3, 7.4 and 7.5.

CLIN 0003 Optional Line Item: up to 12 months during the period of performance of CLIN 0002, Optional Period 1, tasks 7.6, 7.7, and 7.8.

CLIN 0004 Optional Period 2: 12 months following CLIN 0002, Optional Period 1, tasks 7.1, 7.2, 7.3, 7.4 and 7.5.

CLIN 0005 Optional Line Item: up to 12 months during the period of performance of CLIN 0004, Optional Period 2, tasks 7.6, 7.7, and 7.8.

USCIS will provide preliminary notice of intent to exercise any optional line items in writing at least 30 days prior to the issuance of the unilateral modification.

7.1. *Financial Accounting Support*

The Contractor shall assist in ensuring that USCIS financial activity is recorded in the core accounting system in accordance with the Federal General Accepted Accounting Procedures (GAAP). Primary sources of GAAP are the Federal Accounting Standards Advisory Board issued concepts, statements, interpretations, releases and bulletins, and the Department of Treasury issued guidance on the US Standard General Ledger (USSGL) and the Treasury Financial Manual.

USCIS uses another Federal agency (Immigration and Customs Enforcement's Office of Financial Management) as a financial service provider for the recording of financial activity, including collections and disbursements, payroll activity, and the estimation of accounts payable. FMD guides and monitors the recording of financial activity to ensure and verify compliance with GAAP.

This task is to be performed in Washington, DC and USCIS estimates this task will require 3,888 hours per 12-month period.

Specific objectives include:

- 7.1.1. The Contractor shall assist in identifying when capital assets, primarily leasehold improvements, personal property and software, are acquired or disposed, tracking the depreciation and amortization of capital assets, documenting capital asset transactions, and properly recording capital asset transactions in the accounting system.
- 7.1.2. The Contractor shall support the research and recording of adjustments to intra-departmental and intra-governmental balances, transactions and eliminations.
- 7.1.3. The Contractor shall support FMD oversight of fee collections and revenues, including:
 - Calculation and recording of deferred revenue;
 - Recording of funds transfers and Treasury warrants;
 - Reporting and posting of un-deposited collections;
 - Monitoring of accounts receivable and debt collection activities performed by the financial service provider.
- 7.1.4. The Contractor shall assist in periodic reconciliations of accounting system balances and transaction with supporting schedules and independent data sources, and with the review of reconciliations prepared by the USCIS financial services provider. Examples of reconciliations either prepared or reviewed are the reconciliation of the SF 132 with the SF 133, and the reconciliation of the general ledger funds balance with Treasury records.

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- 7.1.5. The Contractor shall assist as necessary with the identification, documentation and recording of financial activity not routinely posted by the service provider, including transaction related to:
- Accounts Payable Accruals;
 - Federal Employees Compensation Act (FECA);
 - Contingent Liabilities;
 - Donations;
 - Gains and Losses;
 - Imputed Cost.
- 7.1.6. The Contractor shall support the implementation of new and the review of current general ledger accounts and transaction codes used within the core financial system. Supporting activities include review of existing transaction codes in FFMS, research of account definitions, standard transaction and crosswalk defined in USSGL, identification of changes in the USSGL guidance, analysis of the effects of USSGL changes and of transaction code postings to general ledger accounts, and recommendation on the proper implementation of the USSGL.
- 7.1.7. The Contractor shall assist in ensuring compliance with requirements identified in the GAO Financial Audit Manual 2010 Checklist for Federal Accounting, and Financial Audit Manual 2020 Checklist for Federal Reporting and Disclosures.
- 7.1.8. The Contractor shall assist in the review of the general ledger account balances to identify abnormal and/or invalid balances, research and isolate transactions resulting in abnormal/invalid balances; and identify possible corrective actions to resolve the abnormal/invalid balances.
- 7.1.9. The Contractor shall support the preparation and revision of FMD policies and procedures concerning the recording of financial activity.
- 7.2. ***Preparation, Submission and Certification of the Monthly and Quarterly Financial Statements, Annual Financial Report, and Financial Information Reported for FACTS I, FACTS II, and GFRS.***

The Contractor shall provide support preparation of financial statements and all associated reporting, including the Government-wide Financial Reporting Requirements in accordance with OMB Circular A-136. Contractor will also provide support for reporting and verification activities identified in the DHS Components Requirements Guide for Financial Reporting.

OMB Circular A-136 establishes the form and content for the principal financial statements, related notes, supplemental information, other accompanying information and requires the electronic submission of Adjusted Trial Balances and financial statement note information to government-wide reporting systems. The Treasury Financial Manual provides additional details on the required government-wide financial reporting. The DHS

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Components Requirements Guide establishes submission schedule and the required supporting reports and documents to support the Departments consolidated presentation and submission of financial data.

This task is to be performed in Washington, DC and USCIS estimates this task will require 3,888 hours per 12-month period.

Specific objectives include:

- 7.2.1. The Contractor shall provide support for timely Treasury Information Executive Repository (TIER) reporting. Support shall include, but not be limited to, assistance in TIER warning and fatal error analysis and resolution, reconciliation of TIER balances with the USCIS financial system, and submission of data certifications as identified in the DHS Component Requirements Guide.**
- 7.2.2. The Contractor shall provide support for timely completion of OCFO certification and monthly checklists, including assistance in the performance of tasks, such as preparation of the trial balances, schedules reconciliations, in-depth account analysis, subsidiary information, and other items and data as identified in the DHS Component Requirements Guide.**
- 7.2.3. The Contractor shall provide support for periodic completion and verification of compliance with the GAO Financial Audit Manual 2010 Checklist for Federal Accounting, and Financial Audit Manual 2020 Checklist for Federal Reporting and Disclosures.**
- 7.2.4. The Contractor shall support responses to DHS Office of Financial Management information requests including information identified in the DHS Component Requirements Guide and other request:**
 - Intra-Departmental and Intra-governmental Balances and Eliminations;**
 - Restatements;**
 - Explanation of Differences Between the Statement of Budgetary Resources and Presidents Budget;**
 - Identification of Earmarked Funds;**
 - Commitments and Contingencies;**
 - Verification of Funds De-obligations;**
 - Identification of Non-GAAP Procedures;**
 - Verification of Treasury Account Symbols;**
 - Recognition of Imputed Intra-Departmental Cost.**
- 7.2.5. The Contractor shall support the preparation and revision of FMD policies and procedures concerning the financial reporting.**

7.3. *Financial Operations Support*

The Contractor shall share a variety of responsibilities with accountants, accounting technicians, administrative staff, analysts, database administrators, data entry operators including the implementation and maintenance of database technology, voucher examination, data entry, and reconciliation.

This task is to be performed in Burlington, VT and USCIS estimates this task will require 5,832 hours per 12-month period.

Specific objectives include:

- 7.3.1. The Contractor shall provide Intergovernmental Payment and Collection (IPAC) support**
- Monitor and manage IPAC transactions
 - Manage and analyze database using MS Access
 - Escalate issues to higher management
 - Research and assign to correct document and line of accounting
- 7.3.2. The Contractor shall input obligations into the financial system, research invoices and payments and associate them with obligations**
- Research unpaid invoice listings
 - Match receiving reports with invoices
 - Monitor posting of payments to appropriate obligations
 - Manage problem files, missing invoices, short funds and certifications
 - Input obligating documents into the financial system accurately and timely
- 7.3.3. The Contractor shall perform payment compliance reviews**
- Perform prompt-pay interest reviews and analyses
- 7.3.4. The Contractor shall perform post-payment audits for compliance with policies and procedures**
- 7.3.5. The Contractor shall analyze compliance with Prompt Pay Act and related regulations**
- 7.3.6. The Contractor shall analyze and research open obligation listings to determine if obligations are to remain open or should be de-obligated to support data cleanup efforts.**
- 7.3.7. The Contractor shall perform routine reviews of obligation and payment information to ensure data integrity, including identifying duplicate payments, duplicate obligation creation, inappropriate vendor selection, and other problems affiliated with obligations and obligation management.**
- 7.3.8. The Contractor shall support the reduction of Journal Voucher (JV) balance:**

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- Develop and manage plan to support reduction of JV balances in USCIS' Open Document File (ODF)
- Research old obligation balances
- Prepare obligation files for performance of Verification and Validation (V&V)

7.4. *Customer Service Support in Vermont*

This task is to be performed in Burlington, VT and USCIS estimates this task will require 3,888 hours per 12-month period.

Specific objectives include:

- 7.4.1. The Contractor shall track and review purchase and travel card transactions for compliance with governmental regulations and policies and provide support and training to cardholders.
- 7.4.2. The Contractor shall support the development of responses to questions related to financial processes and financial applications including answering telephone calls and responding to e-mail inquiries.
- 7.4.3. The Contractor shall provide FMD website support including reviewing website content for accuracy and relevancy, uploading documents, ensuring adherence to Section 508 of the Rehabilitation Act. Note: the contractor must have working knowledge of MS FrontPage.
- 7.4.4. The Contractor shall provide training support to include creating training materials.
- 7.4.5. The Contractor shall provide support preparing MS PowerPoint Presentations, monthly newsletters using MS Publisher and preparing spreadsheets and reports using MS Excel and MS Access.

7.5. *Financial System Enterprise Support*

This task is to be performed in Washington, DC and USCIS estimates this task will require 1944 hours per 12-month period.

Specific objectives include:

- 7.5.1. The Contractor shall administer the User Access program and helpdesk support for USCIS' Financial System and suites of integrated tools including
 - Federal Financial Management System
 - Travel Manager
- 7.5.2. The Contractor shall support an analysis of requirements to transition, perform acceptance testing in accordance with test plans pre-approved by DHS and migration of user profiles to systems that may be implemented to replace existing systems used at USCIS.

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- 7.5.3.** The Contractor shall assist in training USCIS end users on the use of USCIS' Financial System and suites of integrated tools; assume that training maybe conducted primarily using Web-Ex application with light travel to various geographic locations.

7.6. *Audit and Internal Control Support*

If exercised, the Contractor shall provide support services to facilitate an increase in workload that USCIS may encounter related to this task performed by the Internal Controls, Audit and Risk Assessment Branch in Washington, DC with light travel to USCIS domestic locations.

This task is to be performed in Washington, DC and USCIS estimates this task will require 3,888 hours per 12-month period.

Specific objectives include:

- 7.6.1.** The Contractor shall provide advice, consultation, and technical assistance to support the coordination, analysis and review of USCIS' annual financial audit and internal control program.
- 7.6.2.** The Contractor shall support a continuous effort to implement internal control program requirements.
- 7.6.3.** The Contractor shall assist in the execution of 'test of operating effectiveness' of USCIS' internal control environment, business processes, applications and tools.
- 7.6.4.** The Contractor shall assist in the completion of an assertion over internal control within time frame required by DHS and USCIS; this involves the preparation of the annual Federal Managers' Financial Integrity Act (FMFIA) statement for approval by the USCIS OCFO and Senior Management Council.
- 7.6.5.** The Contractor shall assist with follow-up periodic compliance reviews and evaluations related to financial reporting and management controls.
- 7.6.6.** The Contractor shall support the development and monitoring of mission action plans and remediation actions for internal control weaknesses identified in audit results and recommendations.
- 7.6.7.** The Contractor shall support efforts to summarize and track internal control issues captured on the "Summary of Aggregate Deficiencies" report.
- 7.6.8.** The Contractor shall provide risk management support and process flow documentation and support.

7.7. *Financial System Enterprise Support*

If exercised, the Contractor shall provide additional support services to facilitate an increase in workload that USCIS may encounter related to tasks performed by the Financial Enterprise Branch in Washington, DC.

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This task is to be performed in Washington, DC and USCIS estimates this task will require 3,888 hours per 12-month period.

Specific objectives include:

- 7.7.1. The Contractor shall support an analysis of requirements to transition to the DHS Transformation and System Consolidation (TASC) Oracle Baseline. This involves reviewing DHS assessments and performing a business process gap analysis, which shall include the development of accounting line mappings and a data migration strategy.
- 7.7.2. The Contractor shall support the migration to the TASC Oracle baseline. This involves executing the migration strategy; cleanse, verify, validate and migrate the data from the existing system to the TASC Oracle Baseline and execute the migration strategy.
- 7.7.3. The Contractor shall assist in training USCIS end users on the use of the TASC Oracle Baseline applications; assume that training maybe conducted at various geographic locations.
- 7.7.4. The Contractor shall perform acceptance testing in accordance with test plans pre-approved by DHS.

7.8. *Financial Statements and Reports Support*

If exercised, the Contractor shall provide additional support services to address an increase in workload that USCIS will encounter related to task performed by the Financial Statements and Reports Branch in Washington, DC.

This task is to be performed in Washington, DC and USCIS estimates this task will require 3,888 hours per 12-month period.

Specific objectives include:

- 7.8.1. Compilation and publication of USCIS Annual Financial Report which would include the principal financial statements, related notes, supplemental information, and other accompanying information prepared in accordance with OMB Circular A-136.
- 7.8.2. Determination and documentation of materiality for USCIS line items based on USCIS stand alone reporting.
- 7.8.3. Expanded work to ensure and verify that additional line items comply with requirements identified GAO Financial Audit Manual 2010 Checklist for Federal Accounting; and Financial Audit Manual 2020 Checklist for Federal Reporting and Disclosures.
- 7.8.4. Expanded work to review of the general ledger account balances to identify abnormal and/or invalid balances, research and isolate transactions resulting in abnormal/invalid balances; and identify and implement corrective actions to resolve the abnormal/invalid balances.

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7.8.5. Preparation of sufficient documentation to independently support USCIS reporting of:

- Accounts Payable accruals;
- Federal Employees Compensation Act (FECA);
- Commitments and Contingent Liabilities;
- Donations;
- Gains and Losses;
- Restatements;
- Explanation of Differences Between the Statement of Budgetary Resources and Presidents Budget;
- Identification of Earmarked Funds;
- Compliance with GAAP;
- Recognition of Imputed Cost.

8. Contractor Personnel

The labor categories defined below are considered the minimum key personnel necessary for the proposed contract. The qualifications listed below are minimum acceptable levels and all key personnel must be approved by the Component COTR. The contractor will determine all other labor categories and staffing levels appropriate for completing the objectives of this project. All contractor staff shall be United States citizens or legal permanent residents.

Prior to adding a new Contractor employee, the Contractor will submit, to the Component COTR, the employee's security application, and identify the proposed labor category. When the Office of Security and Integrity (OSI) provides a status on the employee's security application the Component COTR will notify the Contractor.

The key personnel specified on this Call are considered to be essential to the work and the Contractor agrees to perform hereunder. The Contractor shall notify the Program Manager and Component COTR prior to diverting the key personnel away from this call. Notification shall be reasonably in advance, provide justification, and include proposed substitutions or replacements, in sufficient detail so that USCIS may evaluate the impact on the work the Contractor is obligated to perform hereunder.

Key personnel on this Call are specified below. The Government has the right to direct the removal of any Contractor personnel whose performance was, in the opinion of the Government, inadequate or unacceptable, or for any other reason.

8.1. Management and consultation on all identified tasks (Key personnel)

Basic Experience: An undergraduate degree and 7 years progressive experience in leading projects, demonstrated ability to provide guidance and direction for specific projects or

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sub-tasks, and capability to manage multi-task projects of high complexity for Federal government clients. Has several professional certifications.

Specialized Experience: Senior Managers have taken on increasing responsibility in the design, implementation, and management of projects. They interface with the client on project specific issues, direct the completion of projects within estimated time frames and budget constraints, coordinate project specific parties, and review work products for completeness and adherence to applicable regulations and customer requirements. Experience working with DHS OCFO or one of DHS OCFO components is preferred.

Additional Required Knowledge and Skills: In addition to the experience and educational requirements described above, the Project Manager shall clearly possess the following knowledge and ability to:

- Communicate effectively, both orally and in writing with senior personnel;
- Conduct comprehensive research and analysis related to finance and budget functions and requirements;
- Develop point papers, briefing materials, graphical presentations, and to make formal oral presentations of these materials to all levels of government personnel;
- Provide recommendations and present alternatives to senior management to utilize best practices in the areas of financial and resource management.
- Provide clear leadership, technical direction, and guidance to all lower level personnel.

8.2. Task 7.1 Lead (Key Personnel)

Basic Experience: An undergraduate degree, 4 years of progressively responsible experience in performing and participating in engagements, specific experience in one or more key project areas, demonstrated ability to provide guidance and direction for specific projects or sub-tasks, and increasing responsibility in design, implementation, and management of projects.

Specialized Experience: Proposed personnel shall possess a working knowledge of the USSGL, be familiar with GAO Financial Audit Manual 2010, Checklist for Federal Accounting, Financial Audit Manual 2020 Checklist for Federal Reporting and Disclosures, and FASAB publications. Experience working with DHS OCFO or one of DHS OCFO components and knowledge of the DHS core accounting system is preferred.

Additional Required Knowledge and Skills: In addition to the experience and educational requirements described above, the Senior Accountant shall possess the following knowledge and skills:

- Ability to communicate effectively, both orally and in writing.
- Ability to conduct comprehensive research and analysis of technical and financial data.
- Ability to read and interpret financial management policy, regulations, and directives.
- Ability to develop point papers, briefing materials, graphical presentations, and to make formal oral presentations of these materials to all levels of government personnel.

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- Ability to educate and inform management in the various alternatives for delivery of financial/operational services.

8.3. Task 7.2 Lead (Key Personnel)

Basic Experience: An undergraduate degree, 4 years of progressively responsible experience in performing and participating in engagements, specific experience in one or more key project areas, demonstrated ability to provide guidance and direction for specific projects or sub-tasks, and increasing responsibility in design, implementation, and management of projects.

Specialized Experience: Proposed personnel shall possess a working knowledge of TIER and the financial reporting process. Experience working with DHS version of TIER, DHS financial reporting process, and familiarity with the DHS Components Requirements Guide is preferred.

Additional Required Knowledge and Skills: In addition to the experience and educational requirements described above, the Senior Accountant shall possess the following knowledge and skills:

- Ability to communicate effectively, both orally and in writing.
- Ability to conduct comprehensive research and analysis of technical and financial data.
- Ability to read and interpret financial management policy, regulations, and directives.
- Ability to develop point papers, briefing materials, graphical presentations, and to make formal oral presentations of these materials to all levels of government personnel.
- Ability to educate and inform management in the various alternatives for delivery of financial/operational services.

9. Deliverables

The following deliverables are due per the schedule in section 10, Deliverable Schedule

9.1. Post Award Conference/Meeting

The contractor shall meet with the Component COTR and Program Manager (PM) within seven calendar days after award. The purpose of the meeting will be to identify primary points of contact, discuss scope, tasks, and understanding of technical approach. The Contractor shall prepare and submit written minutes of the meeting.

9.2. Monthly Status Report

The Contractor shall submit one electronic copy of a monthly report to the Component Contracting Officer, Project Manager and the Component COTR by the 15th working day following the end of each month for review, processing, and acceptance. The electronic copy shall be provided to USCIS via e-mail in a MS Word file format. The monthly report shall contain, but is not limited to, the following:

Management Summary: Documenting any major problems/issues, current expenditures by work hours, and any significant progress or events.

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Resource Expenditures: Funds expended during the reporting period, cumulative total, and funds remaining on call. Other information required includes name, labor category, hours expended, cumulative hours expended and hours remaining on call, and projected total hours for each individual working on this task. The Contractor shall notify the Component Contracting Officer, Program Manager and Component COTR in writing when 75% of the hours for each labor category have been expended.

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

Report Headings: The heading on all reports shall contain the following information:

- Contract Number
- Name of Contractor
- Phone Number of Contractor
- Period of Performance
- Contract Program Manager
- Total Dollar Value
- Title of Project
- Component Contracting Officer's Technical Representative
- Management Summary
- Resource Expenditures
- Narrative
- Problems and Issues

9.3. Monthly and Quarterly CFO Performance Indicators

The Contractor shall submit one electronic copy of monthly CFO performance indicators to the Component Contracting Officer, Project Manager and the Component COTR by the 9th working day following the end of each month for review, processing, and acceptance. The electronic copy shall be provided to USCIS via e-mail in a MS Word file format. The monthly CFO performance indicators include, but are not limited to monthly and quarterly CFO deliverables due to DHS.

10. Deliverable Schedule

The Contractor shall provide deliverables as specified below and as specified in the basic BPA for review and acceptance. The Contractor shall provide the deliverables in electronic format to the extent possible. All documentation developed by the Contractor shall become the property of the Government and shall not contain proprietary markings.

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Deliverable	Due Date	Remarks
Post Award Conference Meeting Minutes	7 Days after meeting	Section 9.1
Monthly Status Report	15 th working day following the end of each month	Section 9.2
Monthly and Quarterly indicators	9 th working day following the end of each month or quarter	Section 9.3
Financial Statements, Reports, Plans, Manuals and Training Materials	As Required	Section 7

The Government will have 30 working days to review and provide comments to the Contractor prior to acceptance of all deliverables. The Contractor must then respond within ten working days after receipt of Government comments. An electronic version of all deliverables shall be submitted to the Program Manager and Component COTR for review and approval. Presentations and or briefings, Power Point, Word, Excel, or any other requested mediums compatible with USCIS environment shall be used.

11. Other Direct Costs (ODCs)

Other direct costs (ODCs) include items such as travel, and incidental supplies (including consumable / expendable computer supplies) that the Contractor requires to accomplish the work assigned. The Government shall provide the Contractor with workspace including workstations, desks, chairs, access to telephones, fax machines, copy machines and basic office supplies. Because office facilities are at a premium, the Contractor may need to share facility space, furniture and equipment. The Contractor should specify any additional required items in its proposal that either the Government or the Contractor shall be responsible for. The Contractor is not authorized to incur any ODCs without the prior written approval of the Component COTR. Any ODCs incurred, without advance written approval from the Component COTR, will not be reimbursed by the government. The Contractor shall provide copies of itemized invoices and/or receipts for the ODCs with the monthly invoice.

11.1. Travel

Contractor may be required to travel to USCIS Offices outside of the Washington DC and Burlington, Vermont areas to facilitate the completion of work under this contract. Most work will be accomplished within the Washington, DC or Burlington, Vermont areas. Very light travel outside of these areas may be anticipated.

Travel shall not be performed in connection with this BPA Call without prior written approval of the Component COTR. Approval will include the travel itineraries and estimated costs. The Contactor is responsible for making all needed travel and hotel

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arrangements for its personnel, unless otherwise notified by the Component COTR. The Contractor shall be reimbursed for official travel in accordance with the Federal Travel Regulations. Only coach class is authorized. Upon completion of travel, all documentation associated with the respective travel shall be submitted with the invoices. Only receipts over \$25.00 are required to be submitted. All receipts shall be submitted for lodging, regardless of the value. Reimbursement for local travel (normal day to day travel to and from work as well as parking) under this contract vehicle is not authorized.

12. Place of Performance

The principal place of work will be USCIS Offices in the Washington, DC metropolitan area and Burlington, VT area.

13. Invoices

The invoice must include the following information and/or attached documentation:

- Name of Contractor
- Invoice number
- Invoice date
- BPA Contract number
- BPA Call Number
- Period of Performance associated with the invoice
- Total Labor Hours¹
- Travel
- Any prompt payment discount
- Name, title, phone number, and complete mailing address of responsible official to whom payment is to be sent
- Other substantiating documentation or information as required by FAR 32.905(b)

To expedite the invoice process, the Contractor shall provide electronic invoice, to the Component Contracting Officer, Component COTR, and Program Manager no later than the 20th calendar day after the month in which services were performed.

14. Government Furnished Information and Resources

Contractor use of Government-Furnished Equipment is subject to the Department of Homeland Security Management Directive (MD) 4600.1, attached.

¹ Total Labor Hours shall include; summary by labor category and labor hours, name of the person whose hours are in the billing, a burn rate analysis by labor category of the total call to date, projected date that funds will be expended, and the contractor shall notify the Component Contracting Officer, Program Officer and Component COTR in writing when 75% of the hours for each labor category have been expended

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The government will provide only that property which is required to configure a suitable workstation, telephone, and office environment for assigned personnel. The Contractor shall be responsible for providing all reference tools, training tools, and supplies to their personnel. Upon proper scheduling, a meeting room may be made available for the Contractor to conduct interviews, meetings, and other activities. Any equipment furnished by the government to the Contractor to perform work under this BPA Call will be returned to the government at the termination of the BPA.

The Government will provide Contractor personnel with cubicles, access to duplicating machines, miscellaneous office supplies, and telephones. The telephones shall be used for work purposes only or for emergency calls.

The Contractor's employees shall keep workstations neat and tidy. The government reserves the right to require an employee to remove any item that violates Equal Employment Opportunity laws, has the actual or the appearance of sexual harassment, or is not of a professional nature.

The contractor should specify any additional required items in its proposal that either the Government or the contractor shall be responsible for clearly identifying that has rights and obligations for such items. The contractor will be given access to:

- Documentation - access to manuals, routine reports, and related materials necessary to perform this task.
- Qualified individuals from USCIS will be available during normal business hours to provide technical advice and assistance.

While performing services for USCIS, the contractor agrees to examine and use Government-furnished information identified as proprietary exclusively in the performance of the BPA Call and to take the necessary steps to prevent disclosure of such information to any party outside the Government. The contractor/subcontractors who will have access to proprietary Government information may not engage in any other action, venture or employment where this information will be used for the profit of any party other than the party furnishing the information. Confidentiality of the requirements and cost information must be observed at all times.

15. Hours of Operation

Normal duty hours are within the hours of 7 AM to 6 PM, Monday through Friday, excluding Federal Government holidays. Contractor personnel are expected to follow the same work schedule as the supported office personnel or as otherwise directed by the Component COTR. Contractors shall be required to sign in and out for the purpose of verifying the billed labor hours and for building security purposes. Contractors will not be permitted to work more than 40 hours per week unless written authorization is received from the Component COTR in advance.

16. Security

General

U.S. Citizenship & Immigration Services (USCIS) has determined that performance of this contract requires that the Contractor, subcontractor(s), vendor(s), etc. (herein known as Contractor), requires access to sensitive but unclassified information, and that the Contractor will adhere to the following.

Suitability Determination

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

Background Investigations

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

1. Standard Form 85P, "Questionnaire for Public Trust Positions"
2. DHS Form 11000-6, "Conditional Access to Sensitive But Unclassified Information Non-Disclosure Agreement"
3. FD Form 258, "Fingerprint Card" (2 copies)
4. Form DHS-11000-9, "Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act"

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5. **Position Designation Determination for Contract Personnel Form**
6. **Foreign National Relatives or Associates Statement**

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

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

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

Employment Eligibility

The Contractor must agree that each employee working on this contract will have a Social Security Card issued and approved by the Social Security Administration. The Contractor shall be responsible to USCIS for acts and omissions of his own employees and for any Subcontractor(s) and their employees to include financial responsibility for all damage or injury to persons or property resulting from the acts or omissions of the contractor's employees.

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

Continued Eligibility

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

USCIS reserves the right and prerogative to deny and/ or restrict the facility and information access of any Contractor employee whose actions are in conflict with the

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standards of conduct, 5 CFR 2635 and 5 CFR 3801, or whom USCIS determines to present a risk of compromising sensitive but unclassified information to which he or she would have access under this contract.

The Contractor will report any adverse information coming to their attention concerning contract employees under the contract to USCIS OSI. The subsequent termination of employment of an employee does not obviate the requirement to submit this report. The report shall include the employees' name and social security number, along with the adverse information being reported.

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

Security Management

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

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

Computer and Telecommunications Security Requirements

Security Program Background

The DHS has established a department wide IT security program based on the following Executive Orders (EO), public laws, and national policy:

- Public Law 107-296, Homeland Security Act of 2002.
- Federal Information Security Management Act (FISMA) of 2002, November 25, 2002.
- Public Law 104-106, Clinger-Cohen Act of 1996 [formerly, Information Technology Management Reform Act (ITMRA)], February 10, 1996.
- Privacy Act of 1974, As Amended. 5 United States Code (U.S.C.) 552a, Public Law 93-579, Washington, D.C., July 14, 1987.

Executive Order 12829, *National Industrial Security Program*, January 6, 1993.

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- Executive Order 12958, *Classified National Security Information*, as amended.
- Executive Order 12968, *Access to Classified Information*, August 2, 1995.
- Executive Order 13231, *Critical Infrastructure Protection in the Information Age*, October 16, 2001.
- National Industrial Security Program Operating Manual (NISPOM), February 2001.
- DHS *Sensitive Systems Policy Publication 4300A v2.1*, July 26, 2004
- DHS *National Security Systems Policy Publication 4300B v2.1*, July 26, 2004
- Homeland Security Presidential Directive 7, *Critical Infrastructure Identification, Prioritization, and Protection*, December 17, 2003.
- Office of Management and Budget (OMB) Circular A-130, *Management of Federal Information Resources*.
- National Security Directive (NSD) 42, *National Policy for the Security of National Security Telecommunications and Information Systems (U)*, July 5, 1990, CONFIDENTIAL.
- 5 Code of Federal Regulations (CFR) §2635, Office of Government Ethics, *Standards of Ethical Conduct for Employees of the Executive Branch*.
- DHS SCG OS-002 (IT), *National Security IT Systems Certification & Accreditation*, March 2004.
- Department of State 12 Foreign Affairs Manual (FAM) 600, *Information Security Technology*, June 22, 2000.
- Department of State 12 FAM 500, *Information Security*, October 1, 1999.
- Executive Order 12472, *Assignment of National Security and Emergency Preparedness Telecommunications Functions*, dated April 3, 1984.
- Presidential Decision Directive 67, *Enduring Constitutional Government and Continuity of Government Operations*, dated October 21, 1998.
- FEMA Federal Preparedness Circular 65, *Federal Executive Branch Continuity of Operations (COOP)*, dated July 26, 1999.
- FEMA Federal Preparedness Circular 66, *Test, Training and Exercise (TT&E) for Continuity of Operations (COOP)*, dated April 30, 2001.
- FEMA Federal Preparedness Circular 67, *Acquisition of Alternate Facilities for Continuity of Operations*, dated April 30, 2001.
- Title 36 Code of Federal Regulations 1236, *Management of Vital Records*, revised as of July 1, 2000.
- National Institute of Standards and Technology (NIST) Special Publications for computer security and FISMA compliance.

General

Due to the sensitive nature of USCIS information, the contractor is required to develop and maintain a comprehensive Computer and Telecommunications Security Program to address the integrity, confidentiality, and availability of sensitive but unclassified (SBU) information during collection, storage, transmission, and disposal. The contractor's security program shall adhere to the requirements set forth in the DHS Management Directive 4300 IT Systems Security Pub Volume 1 Part A and DHS Management Directive 4300 IT Systems Security Pub Volume I Part B. This shall include conformance with the DHS Sensitive Systems Handbook, DHS Management Directive 11042 Safeguarding Sensitive but Unclassified (For Official Use Only) Information and other DHS or USCIS guidelines and directives regarding information security requirements. The contractor shall establish a working relationship with the USCIS IT Security Office, headed by the Information Systems Security Program Manager (ISSM).

IT Systems Security

In accordance with DHS Management Directive 4300.1 "Information Technology Systems Security", USCIS Contractors shall ensure that all employees with access to USCIS IT Systems are in compliance with the requirement of this Management Directive. Specifically, all contractor employees with access to USCIS IT Systems meet the requirement for successfully completing the annual "Computer Security Awareness Training (CSAT)." All contractor employees are required to complete the training within 60-days from the date of entry on duty (EOD) and are required to complete the training yearly thereafter.

CSAT can be accessed at the following: <http://otcd.uscis.dhs.gov/EDvantage.Default.asp> or via remote access from a CD which can be obtained by contacting uscisitsecurity@dhs.gov.

IT Security in the Systems Development Life Cycle (SDLC)

The USCIS SDLC Manual documents all system activities required for the development, operation, and disposition of IT security systems. Required systems analysis, deliverables, and security activities are identified in the SDLC manual by lifecycle phase. The contractor shall assist the appropriate USCIS ISSO with development and completion of all SDLC activities and deliverables contained in the SDLC. The SDLC is supplemented with information from DHS and USCIS Policies and procedures as well as the National Institute of Standards Special Procedures related to computer security and FISMA compliance. These activities include development of the following documents:

Sensitive System Security Plan (SSSP): This is the primary reference that describes system sensitivity, criticality, security controls, policies, and procedures. The SSSP shall be based upon the completion of the DHS FIPS 199 workbook to categorize the system of application and completion of the RMS Questionnaire. The SSSP shall be completed as part of the System or Release Definition Process in the SDLC and shall not be waived or tailored.

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Privacy Impact Assessment (PIA) and System of Records Notification (SORN). For each new development activity, each incremental system update, or system recertification, a PIA and SORN shall be evaluated. If the system (or modification) triggers a PIA the contractor shall support the development of PIA and SORN as required. The Privacy Act of 1974 requires the PIA and shall be part of the SDLC process performed at either System or Release Definition.

- *Contingency Plan (CP):* This plan describes the steps to be taken to ensure that an automated system or facility can be recovered from service disruptions in the event of emergencies and/or disasters. The Contractor shall support annual contingency plan testing and shall provide a Contingency Plan Test Results Report.
- *Security Test and Evaluation (ST&E):* This document evaluates each security control and countermeasure to verify operation in the manner intended. Test parameters are established based on results of the RA. An ST&E shall be conducted for each Major Application and each General Support System as part of the certification process. The Contractor shall support this process.
- *Risk Assessment (RA):* This document identifies threats and vulnerabilities, assesses the impacts of the threats, evaluates in-place countermeasures, and identifies additional countermeasures necessary to ensure an acceptable level of security. The RA shall be completed after completing the NIST 800-53 evaluation, Contingency Plan Testing, and the ST&E. Identified weakness shall be documented in a Plan of Action and Milestone (POA&M) in the USCIS Trusted Agent FISMA (TAF) tool. Each POA&M entry shall identify the cost of mitigating the weakness and the schedule for mitigating the weakness, as well as a POC for the mitigation efforts.
- *Certification and Accreditation (C&A):* This program establishes the extent to which a particular design and implementation of an automated system and the facilities housing that system meet a specified set of security requirements, based on the RA of security features and other technical requirements (certification), and the management authorization and approval of a system to process sensitive but unclassified information (accreditation). As appropriate the Contractor shall be granted access to the USCIS TAF and Risk Management System (RMS) tools to support C&A and its annual assessment requirements. Annual assessment activities shall include completion of the NIST 800-26 Self Assessment in TAF, annual review of user accounts, and annual review of the FIPS categorization. C&A status shall be reviewed for each incremental system update and a new full C&A process completed when a major system revision is anticipated.

Security Assurances

DHS Management Directives 4300 requires compliance with standards set forth by NIST, for evaluating computer systems used for processing SBU information. The Contractor shall ensure that requirements are allocated in the functional requirements and system design documents to security requirements are based on the DHS policy, NIST standards and applicable legislation and regulatory requirements. Systems shall offer the following visible security features:

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- **User Identification and Authentication (I&A)** – I&A is the process of telling a system the identity of a subject (for example, a user) (*I*) and providing that the subject is who it claims to be (*A*). Systems shall be designed so that the identity of each user shall be established prior to authorizing system access, each system user shall have his/her own user ID and password, and each user is authenticated before access is permitted. All system and database administrative users shall have strong authentication, with passwords that shall conform to established DHS standards. All USCIS Identification and Authentication shall be done using the Password Issuance Control System (PICS) or its successor. Under no circumstances will Identification and Authentication be performed by other than the USCIS standard system in use at the time of a systems development.
- **Discretionary Access Control (DAC)** – DAC is a DHS access policy that restricts access to system objects (for example, files, directories, devices) based on the identity of the users and/or groups to which they belong. All system files shall be protected by a secondary access control measure.
- **Object Reuse** – Object Reuse is the reassignment to a subject (for example, user) of a medium that previously contained an object (for example, file). Systems that use memory to temporarily store user I&A information and any other SBU information shall be cleared before reallocation.
- **Audit** – DHS systems shall provide facilities for transaction auditing, which is the examination of a set of chronological records that provide evidence of system and user activity. Evidence of active review of audit logs shall be provided to the USCIS IT Security Office on a monthly basis, identifying all security findings including failed log in attempts, attempts to access restricted information, and password change activity.
- **Banner Pages** – DHS systems shall provide appropriate security banners at start up identifying the system or application as being a Government asset and subject to government laws and regulations. This requirement does not apply to public facing internet pages, but shall apply to intranet applications.

Data Security

SBU systems shall be protected from unauthorized access, modification, and denial of service. The Contractor shall ensure that all aspects of data security requirements (i.e., confidentiality, integrity, and availability) are included in the functional requirements and system design, and ensure that they meet the minimum requirements as set forth in the DHS Sensitive Systems Handbook and USCIS policies and procedures. These requirements include:

- **Integrity** – The computer systems used for processing SBU shall have data integrity controls to ensure that data is not modified (intentionally or unintentionally) or repudiated by either the sender or the receiver of the information. A risk analysis and vulnerability assessment shall be performed to determine what type of data integrity controls (e.g., cyclical redundancy checks, message authentication codes, security hash functions, and digital signatures, etc.) shall be used.

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- **Confidentiality** – Controls shall be included to ensure that SBU information collected, stored, and transmitted by the system is protected against compromise. A risk analysis and vulnerability assessment shall be performed to determine if threats to the SBU exist. If it exists, data encryption shall be used to mitigate such threats.
- **Availability** – Controls shall be included to ensure that the system is continuously working and all services are fully available within a timeframe commensurate with the availability needs of the user community and the criticality of the information processed.
- **Data Labeling**. – The contractor shall ensure that documents and media are labeled consistent with the DHS *Sensitive Systems Handbook*.

BPA CALL TERMS AND CONDITIONS

FAR 52.217-8, OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days.

FAR 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 7 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 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 five (5) years.

FAR 52.237-3, CONTINUITY OF SERVICES (JAN 1991)

(a) The Contractor recognizes that the services under this contract are vital to the Government and must be continued without interruption and that, upon contract expiration, a successor, either the Government or another contractor, may continue them. The Contractor agrees to -

- (1) Furnish phase-in training; and
- (2) Exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor.

(b) The Contractor shall, upon the Contracting Officer's written notice, (1) furnish phase-in, phase-out services for up to 90 days after this contract expires and (2) negotiate in good faith a plan with a successor to determine the nature and extent of phase-in, phase-out services required. The plan shall specify a training program and a date for transferring

responsibilities for each division of work described in the plan, and shall be subject to the Contracting Officer's approval. The Contractor shall provide sufficient experienced personnel during the phase-in, phase-out period to ensure that the services called for by this contract are maintained at the required level of proficiency.

(c) The Contractor shall allow as many personnel as practicable to remain on the job to help the successor maintain the continuity and consistency of the services required by this contract. The Contractor also shall disclose necessary personnel records and allow the successor to conduct on-site interviews with these employees. If selected employees are agreeable to the change, the Contractor shall release them at a mutually agreeable date and negotiate transfer of their earned fringe benefits to the successor.

(d) The Contractor shall be reimbursed for all reasonable phase-in, phase-out costs (i.e., costs incurred within the agreed period after contract expiration that result from phase-in, phase-out operations) and a fee (profit) not to exceed a pro rata portion of the fee (profit) under this contract.

52.203-13 CONTRACTOR CODE OF BUSINESS ETHICS AND CONDUCT (DEC 2007)

(a) Definition.

"United States," as used in this clause, means the 50 States, the District of Columbia, and outlying areas.

(b) Code of business ethics and conduct.

(1) Within 30 days after contract award, unless the Contracting Officer establishes a longer time period, the Contractor shall—

(i) Have a written code of business ethics and conduct; and

(ii) Provide a copy of the code to each employee engaged in performance of the contract.

(2) The Contractor shall promote compliance with its code of business ethics and conduct.

(c) Awareness program and internal control system for other than small businesses. This paragraph (c) does not apply if the Contractor has represented itself as a small business concern pursuant to the award of this contract. The Contractor shall establish within 90 days after contract award, unless the Contracting Officer establishes a longer time period—

(1) An ongoing business ethics and business conduct awareness program; and

(2) An internal control system.

(i) The Contractor's internal control system shall—

(A) Facilitate timely discovery of improper conduct in connection with Government contracts; and

(B) Ensure corrective measures are promptly instituted and carried out.

(ii) For example, the Contractor's internal control system should provide for—

(A) Periodic reviews of company business practices, procedures, policies, and internal controls for compliance with the Contractor's code of business ethics and conduct and the special requirements of Government contracting;

(B) An internal reporting mechanism, such as a hotline, by which employees may report suspected instances of improper conduct, and instructions that encourage employees to make such reports;

(C) Internal and/or external audits, as appropriate; and

(D) Disciplinary action for improper conduct.

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(d) Subcontracts. The Contractor shall include the substance of this clause, including this paragraph (d), in subcontracts that have a value in excess of \$5,000,000 and a performance period of more than 120 days, except when the subcontract—

- (1) Is for the acquisition of a commercial item; or
- (2) Is performed entirely outside the United States.

52.204-9 PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL (SEPT 2007)

(a) The Contractor shall comply with agency personal identity verification procedures identified in the contract that implement Homeland Security Presidential Directive-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24 and Federal Information Processing Standards Publication (FIPS PUB) Number 201.

(b) The Contractor shall insert this clause in all subcontracts when the subcontractor is required to have routine physical access to a Federally-controlled facility and/or routine access to a Federally-controlled information system.

Homeland Security Acquisition Regulation (HSAR) clauses and provisions incorporated by reference.

FAR clause 52.252-2, 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 HSAR clauses may be accessed electronically at this internet address:

http://www.dhs.gov/xlibrary/assets/opnbiz/cpo_hsar_finalrule.pdf

3052.209-70 Prohibition on Contracts with Corporate Expatriates (JUN 2006)

3052.242-71 Dissemination of Contract Information (DEC 2003)

3052.242-72 Contracting officer's technical representative (DEC 2003)

Advertisements, Publicizing Awards, and News Releases

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

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

Performance Reporting

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For active contracts valued in excess of simplified acquisition threshold, the Federal Acquisition Regulation (FAR) 42.1502 requires federal agencies to prepare Contractor performance evaluations (report cards). Report cards are completed and forwarded to the Contractor for review within thirty (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.

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**US Department of Homeland Security
Citizenship and Immigration Services**

**Volume 2 - Technical Proposal
Financial Management and Accounting Support Services**

Solicitation No. HSSCCG-08-Q-00111

April 2, 2008

Presented by

Deloitte & Touche LLP

12010 Sunset Hills Road, Suite 500
Reston, VA 20190

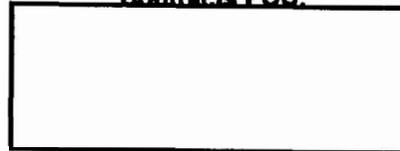
Technical POC and Authorized Negotiator:

(b)(4)



Contracts POC:

(b)(4)



Submitted To:

US Department of Homeland Security
Citizenship and Immigration Service
Attention: Gale Bonnett
70 Kimball Avenue
South Burlington, VT 05403

Attn: Gale Bonnett

Via E-Mail: Gale.Bonnett@dhs.gov

This proposal or quotation includes data that shall not be disclosed outside of the Government and shall not be duplicated, used, or disclosed in whole or in part for any purpose other than to evaluate this proposal or quotation. If, however, a contract is awarded to this Offeror or Quoter as a result of or in connection with the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in this data if it is obtained from other sources without restriction. The data subject to this restriction are contained in this entire proposal.

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