AWARD/CONTRACT

1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 350) ▶ RATING

2. CONTRACT (Proc. Inst. Ident.) NO.: COW-9-C-0015

3. EFFECTIVE DATE: 06/22/99

4. REQUISITION/PURCHASE REQUEST/PROJECT NO.: OPS-9-00121

5. ISSUED BY — CODE HOPRO

Immigration & Naturalization Svc
Headquarters Procurement
425 I Street, N.W., Room 2208
Washington, D.C. 20536

6. ADMINISTERED BY (If other than Item 5) — CODE HOPRO

Immigration & Naturalization Svc
Headquarters Procurement Div.
425 I Street, N.W., ROOM 2208
Washington, D.C. 20536

7. NAME AND ADDRESS OF CONTRACTOR (No., street, city, country, State and ZIP Code) TIN: 541467670

VINNELL CORPORATION
12150 E. MONUMENT DRIVE,
SUITE 800
FAIRFAX, VA 22033
US
Attn: STEPHEN LOFARO

CODE

FACILITY CODE

8. DELIVERY: ☐ FOB ORIGIN ☒ OTHER (See below)

9. DISCOUNT FOR PROMPT PAYMENT: Net 30 Days

10. SUBMIT INVOICES (4 copies unless otherwise specified) TO THE ADDRESS SHOWN IN: ▶ ITEM G.3

11. SHIP TO/MARK FOR — CODE HQISD

801 I STREET NW, SUITE 900
WASHINGTON, DC 20536

12. PAYMENT WILL BE MADE BY — CODE HQFIN

US IMMIGRATION & NATZ. SERVICE
FINANCE BRANCH
425 I STREET, N.W., ROOM 6034
WASHINGTON, DC 20536

13. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION:
☐ 10 USC 2304(c)( ) ☐ 41 USC 253(c)( )

14. ACCOUNTING AND APPROPRIATION DATA: 1591220/91PS.211B.930.00

15A. ITEM NO.	15B. SUPPLIES/SERVICES	15C. QTY	15D. UNIT	15E. UNIT PRICE	15F. AMOUNT
	This is an indefinite delivery, indefinite quantity type contract for Application Support Center (ASC) Services, with a guaranteed minimum of $1,000,000.00. The contract incorporates by reference the Section K, Representations and Certifications, Small, Small Women-Owned, and Small Disadvantaged Business Subcontracting Plan, as contained in Vinnell's Binder I, Cost/Price Proposal, dated March 31, 1999. It also incorporates the Binder II, Technical Proposal, dated March 31, 1999, (continued)				

15G. TOTAL AMOUNT OF CONTRACT ▶ $1000000.00

16. TABLE OF CONTENTS

(X)	SEC.	DESCRIPTION	PAGE(S)
		PART I - THE SCHEDULE	
X	A	SOLICITATION/CONTRACT FORM	3
X	B	SUPPLIES OR SERVICES AND PRICES/COSTS	26
X	C	DESCRIPTION/SPECS./WORK STATEMENT	17
X	D	PACKAGING AND MARKING	1
X	E	INSPECTION AND ACCEPTANCE	1
X	F	DELIVERIES OR PERFORMANCE	1
X	G	CONTRACT ADMINISTRATION DATA	2
X	H	SPECIAL CONTRACT REQUIREMENTS	4
		PART II - CONTRACT CLAUSES	
X	I	CONTRACT CLAUSES	5
		PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.	
X	J	LIST OF ATTACHMENTS	37
		PART IV - REPRESENTATIONS AND INSTRUCTIONS	
	K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	
	L	INSTRS., CONDS., AND NOTICES TO OFFERORS	
	M	EVALUATION FACTORS FOR AWARD	

CONTRACTING OFFICER WILL COMPLETE ITEM 17 OR 18 AS APPLICABLE

17. ☒ CONTRACTOR'S NEGOTIATED AGREEMENT (Contractor is required to sign this document and return 4 copies to issuing office.) Contractor agrees to furnish and deliver all items or perform all the services set forth or otherwise identified above and on any continuation sheets for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. (Attachments are listed herein.)

18. ☐ AWARD (Contractor is not required to sign this document.) Your offer on Solicitation Number _____, including the additions or changes made by you which additions or changes are set forth in full above, is hereby accepted as to the items listed above and on any continuation sheets. This award consummates the contract which consists of the following documents: (a) the Government's solicitation and your offer, and (b) this award/contract. No further contractual document is necessary.

19A. NAME AND TITLE OF SIGNER (Type or print): James M. Brocco SVP

20A. NAME OF CONTRACTING OFFICER: JOHN A. RUSSO, JR.

19B. NAME OF CONTRACTOR — BY [signature] (Signature of person authorized to sign)

19C. DATE SIGNED: 9/1/99

20B. UNITED STATES OF AMERICA — BY [signature] (Signature of Contracting Officer)

20C. DATE SIGNED: 7/1/99

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	and the Answers to Clarification Questions, dated June 1, 1999, by reference. This contract authorizes the Contractor to commence the Transition Period of up to 90 days as required. The cost of this Transition Period is built into the loaded hourly labor rates; the government will issue a delivery order(s) for direct labor services at ASC locations nationwide stating the required level of effort at each location within 30 days.				
1	Funding for the guaranteed minimum for Year 1 of the Application Support Center (ASC) Services contract. FOB: Destination	MIN 1	LO	GUARANTEED $1000000.00	$1000000.00

SECTION A - TABLE OF CONTENTS

Section	Description or Title of Clause or Provision	Page No.
A	Standard Form 33 Solicitation/Offer and Award	1
B	Schedule of Supplies or Services, CLINs	4
C	Description/Specification/Statement of Work	30
D	D.1 Report and Deliverables	47
E	E.1 Clauses Incorporated by Reference	48
F	F.1 Contract Type	49
	F.2 Deliverables and Reporting Requirements	
G	G.1 Contracting Officer	50
	G.2 Contracting Officer's Technical Representative	
	G.3 Invoice Requirements	
	G.4 Contracting Officer's Technical Representative	
H	H.1 Small, Small Disadvantaged ... Subcontracting Plan	52
	H.2 Key Personnel	
	H.3 Security Requirements for Access to Sensitive Government Information	
	H.4 Department of Labor Wage Determination	54
	H.5 Insurance	55
	H.6 Employment of Illegal Aliens	
	H.7 Modification Authority and Issuance of Task Orders	
	H.8 Incorporation of Section K by Reference	
I	I.1 Indefinite Quantity	56
	I.2 Option to Extend the Term of the Contract	
	I.3 Statement of Equivalent Rates for Federal Hires	
	I.4 Task Orders	57
	I.5 Clauses Incorporated by Reference	58
J	List of Attachments	61

Attachment J-1	DLEA Locations
Attachment J-2	Facility Floor Plans
Attachment J-3	ASC Locations, Current Actual Staffing Level, and Number of Workstations
Attachment J-4	Mobile Routes
Attachment J-5	Mobile Routes Contractor Provided Equipment
Attachment J-6	Department of Labor Wage Determinations
Attachment J-7	Reserved
Attachment J-8	Reserved
Attachment J-9	Operational ASC and COLOs Locations/Street Addresses

SECTION B- SUPPLIES OR SERVICES AND PRICES/COSTS

B.1 General

(a) This is an indefinite delivery, indefinite quantity (IDIQ) type contract, with provisions for either time-and-materials type task orders, or, in limited situations where it is appropriate, firm-fixed-price task orders. See Clauses F.1, Contract Type and Term, and I.4, Task Orders. It shall include a base year of twelve months from date of commencement of full performance at one or more ASCs, with four one-year option periods.

(b) Per FAR 16.601, pricing under time and materials orders issued under this contract shall include:
(1) direct labor hours at specified fixed hourly rates that include wages, overhead, general and administrative expenses, and profit;
(2) materials at cost, including, if appropriate, material handling costs as part of material costs, including all appropriate indirect costs allocated to direct materials in accordance with the contractor's usual accounting procedures consistent with FAR Part 31.

B.2 Minimum and Maximum Quantities/Amounts

(a) The minimum level of contractor support at an ASC location is stated in clause C.1.1, Definitions, C.5.4.2, Key Personnel, and C.5.4.3, Direct Labor Categories Required.

(b) The IDIQ guaranteed minimum value, applicable to the base year only, is $1,000,000.00. The specific CLINs and quantities will be identified in the task order(s) issued under the contract.

(c) The quantities provided in column 3 of the Price Schedule are "estimated maximum quantities." Upon contract award, there are no absolute maximum quantities/amounts for each individual CLIN or contract period. The contract ceiling value (cumulative maximum ordering limitation) for the entire term of the contract, including all option years, is the total of the extended value of all CLINs for all contract years.

B.3 Price Schedule

(a) The following schedule fully loaded, fixed hourly rates for the direct labor categories listed under each INS District Office heading below. The ODCs/materials handling fee percentage in CLINs 1137, 2137, 3137, 4137 and 5137. This handling fee must then be applied to the total ODCs, CLINs 1133, 1134, 1135, and 1136, in order to calculate the extended price of CLIN 1137. Refer also to Attachment J.3, ASC Locations, and note that the CLINs for a particular District Office may include 1 or more ASCs in 1 or more different locations which report to that District Office. The same handling fee also applies to the ODC CLINs in the option years.

(b) Note that these rates include all costs associated with the overhead pool which includes transition and Management Plan costs.

CLIN	DESCRIPTION	EST. MAX. QTY.	U/I	HRLY. UNIT PRICE	EXTENDED PRICE
	BASE YEAR (YR 1):				
	Atlanta District:				
1001	Site Supervisor	12500	hr		
1002	Quality Assurance Spec	4250	hr		
1003	Fingerprint Tech	48000	hr		
1004	Guard	6250	hr		
	Baltimore District:				
1005	Site Supervisor	9500	hr		
1006	Quality Assurance Spec	4250	hr		
1007	Fingerprint Tech	21250	hr		
1008	Guard	4250	hr		
	Boston District:				
1009	Site Supervisor	12500	hr		
1010	Quality Assurance Spec	4250	hr		
1011	Fingerprint Tech	58850	hr		
1012	Guard	9500	hr		
	Buffalo District:				
1013	Site Supervisor	9500	hr		
1014	Quality Assurance Spec	4250	hr		
1015	Fingerprint Tech	5000	hr		
1016	Guard	4250	hr		
	Cleveland District:				
1017	Site Supervisor	9500	hr		
1018	Quality Assurance Spec	4250	hr		
1019	Fingerprint Tech	15000	hr		
1020	Guard	4250	hr		
	Detroit District:				
1021	Site Supervisor	4250	hr		
1022	Quality Assurance Spec	4250	hr		
1023	Fingerprint Tech	12000	hr		
1024	Guard	4250	hr		
	Miami District:				
1025	Site Supervisor	25000	hr		
1026	Quality Assurance Spec	18750	hr		
1027	Fingerprint Tech	148850	hr		
1028	Guard	21850	hr		

	New Orleans District:		
1029	Site Supervisor	18750	hr
1030	Quality Assurance Spec	4250	hr
1031	Fingerprint Tech	12500	hr
1032	Guard	4250	hr
	New York District:		
1033	Site Supervisor	25000	hr
1034	Quality Assurance Spec	31200	hr
1035	Fingerprint Tech	225000	hr
1036	Guard	25000	hr
	Newark District:		
1037	Site Supervisor	6250	hr
1038	Quality Assurance Spec	6250	hr
1039	Fingerprint Tech	51250	hr
1040	Guard	6250	hr
	Philadelphia District:		
1041	Site Supervisor	12500	hr
1042	Quality Assurance Spec	4250	hr
1043	Fingerprint Tech	39500	hr
1044	Guard	6250	hr
	Portland District:		
1045	Site Supervisor	6250	hr
1046	Quality Assurance Spec	4250	hr
1047	Fingerprint Tech	4250	hr
1048	Guard	4250	hr
	San Juan District:		
1049	Site Supervisor	9500	hr
1050	Quality Assurance Spec	4250	hr
1051	Fingerprint Tech	15000	hr
1052	Guard	4250	hr
	Washington District:		
1053	Site Supervisor	6250	hr
1054	Quality Assurance Spec	4250	hr
1055	Fingerprint Tech	26000	hr
1056	Guard	4250	hr
	Chicago District:		
1057	Site Supervisor	25000	hr
1058	Quality Assurance Spec	12500	hr
1059	Fingerprint Tech	102500	hr
1060	Guard	18750	hr
	Dallas District:		
1061	Site Supervisor	12500	hr
1062	Quality Assurance Spec	4250	hr
1063	Fingerprint Tech	33250	hr
1064	Guard	6250	hr

	Denver District:		
1065	Site Supervisor	12500	hr
1066	Quality Assurance Spec	4250	hr
1067	Fingerprint Tech	33250	hr
1068	Guard	6250	hr
	El Paso District:		
1069	Site Supervisor	9500	hr
1070	Quality Assurance Spec	4250	hr
1071	Fingerprint Tech	31500	hr
1072	Guard	6250	hr
	Harlingen District:		
1073	Site Supervisor	6250	hr
1074	Quality Assurance Spec	4250	hr
1075	Fingerprint Tech	27000	hr
1076	Guard	6250	hr
	Helena District:		
1077	Site Supervisor	9500	hr
1078	Quality Assurance Spec	4250	hr
1079	Fingerprint Tech	4750	hr
1080	Guard	4240	hr
	Houston District:		
1081	Site Supervisor	6250	hr
1082	Quality Assurance Spec	6250	hr
1083	Fingerprint Tech	37500	hr
1084	Guard	6250	hr
	Kansas City District:		
1085	Site Supervisor	9500	hr
1086	Quality Assurance Spec	4250	hr
1087	Fingerprint Tech	8000	hr
1088	Guard	4250	hr
	Omaha District:		
1089	Site Supervisor	6250	hr
1090	Quality Assurance Spec	4250	hr
1091	Fingerprint Tech	4250	hr
1092	Guard	4250	hr
	San Antonio District:		
1093	Site Supervisor	6250	hr
1094	Quality Assurance Spec	4250	hr
1095	Fingerprint Tech	16500	hr
1096	Guard	4250	hr

	St. Paul District:		
1097	Site Supervisor	15750	hr
1098	Quality Assurance Spec	4250	hr
1099	Fingerprint Tech	16750	hr
1100	Guard	4250	hr
	Anchorage District:		
1101	Site Supervisor	6250	hr
1102	Quality Assurance Spec	4250	hr
1103	Fingerprint Tech	4250	hr
1104	Guard	4250	hr
	Honolulu District:		
1105	Site Supervisor	6250	hr
1106	Quality Assurance Spec	4250	hr
1107	Fingerprint Tech	6250	hr
1108	Guard	4250	hr
	Los Angeles District:		
1109	Site Supervisor	43750	hr
1110	Quality Assurance Spec	56250	hr
1111	Fingerprint Tech	365000	hr
1112	Guard	43750	hr
	Phoenix District:		
1113	Site Supervisor	15500	hr
1114	Quality Assurance Spec	4250	hr
1115	Fingerprint Tech	48000	hr
1116	Guard	9500	hr
	Portland, OR District:		
1117	Site Supervisor	4250	hr
1118	Quality Assurance Spec	4250	hr
1119	Fingerprint Tech	12000	hr
1120	Guard	4250	hr
	San Diego District:		
1121	Site Supervisor	9500	hr
1122	Quality Assurance Spec	4240	hr
1123	Fingerprint Tech	31500	hr
1124	Guard	6250	hr
	San Francisco District:		
1125	Site Supervisor	28000	hr
1126	Quality Assurance Spec	18750	hr
1127	Fingerprint Tech	183500	hr
1128	Guard	28000	hr

	Seattle District:				
1129	Site Supervisor	12500	hr		
1130	Quality Assurance Spec	4250	hr		
1131	Fingerprint Tech	22750	hr		
1132	Guard	4250	hr		
	Total Max Hours:	2,622,730			
	Other Direct Costs				
1133	ASC Leases / Facility Cost	1	lot	NTE	$15,000,000.00
1134	ASC Equipment	1	lot	NTE	$500,000.00
1135	Supplies	1	lot	NTE	$1,000,000.00
1136	Travel	1	lot	NTE	$2,000,000.00
1137	ODC Handling Fee (%)				
	Total Price, Year 1				$74,974,261.40

CLIN	DESCRIPTION	EST. MAX. QTY.	U/I	HRLY. UNIT PRICE	EXTENDED PRICE
	OPTION 1 (YR 2):				
	Atlanta District:				
2001	Site Supervisor	12500	hr		
2002	Quality Assurance Spec	4250	hr		
2003	Fingerprint Tech	45000	hr		
2004	Guard	6250	hr		
	Baltimore District:				
2005	Site Supervisor	9500	hr		
2006	Quality Assurance Spec	4250	hr		
2007	Fingerprint Tech	21250	hr		
2008	Guard	4250	hr		
	Boston District:				
2009	Site Supervisor	12500	hr		
2010	Quality Assurance Spec	4250	hr		
2011	Fingerprint Tech	55000	hr		
2012	Guard	9500	hr		
	Buffalo District:				
2013	Site Supervisor	9500	hr		
2014	Quality Assurance Spec	4250	hr		
2015	Fingerprint Tech	5000	hr		
2016	Guard	4250	hr		
	Cleveland District:				
2017	Site Supervisor	9500	hr		
2018	Quality Assurance Spec	4250	hr		
2019	Fingerprint Tech	15000	hr		
2020	Guard	4250	hr		
	Detroit District:				
2021	Site Supervisor	4250	hr		
2022	Quality Assurance Spec	4250	hr		
2023	Fingerprint Tech	12000	hr		
2024	Guard	4250	hr		
	Miami District:				
2025	Site Supervisor	25000	hr		
2026	Quality Assurance Spec	18750	hr		
2027	Fingerprint Tech	140850	hr		
2028	Guard	21850	hr		

New Orleans District:

2029	Site Supervisor	18750	hr
2030	Quality Assurance Spec	4250	hr
2031	Fingerprint Tech	12500	hr
2032	Guard	4250	hr

New York District:

2033	Site Supervisor	25000	hr
2034	Quality Assurance Spec	31200	hr
2035	Fingerprint Tech	225000	hr
2036	Guard	25000	hr

Newark District:

2037	Site Supervisor	6250	hr
2038	Quality Assurance Spec	6250	hr
2039	Fingerprint Tech	51250	hr
2040	Guard	6250	hr

Philadelphia District:

2041	Site Supervisor	12500	hr
2042	Quality Assurance Spec	4250	hr
2043	Fingerprint Tech	39500	hr
2044	Guard	6250	hr

Portland District:

2045	Site Supervisor	6250	hr
2046	Quality Assurance Spec	4250	hr
2047	Fingerprint Tech	4250	hr
2048	Guard	4250	hr

San Juan District:

2049	Site Supervisor	9500	hr
2050	Quality Assurance Spec	4250	hr
2051	Fingerprint Tech	15000	hr
2052	Guard	4250	hr

Washington District:

2053	Site Supervisor	6250	hr
2054	Quality Assurance Spec	4250	hr
2055	Fingerprint Tech	26900	hr
2056	Guard	4250	hr

Chicago District:

2057	Site Supervisor	25000	hr
2058	Quality Assurance Spec	12500	hr
2059	Fingerprint Tech	102800	hr
2060	Guard	18750	hr

Dallas District:

2061	Site Supervisor	12500	hr
2062	Quality Assurance Spec	4250	hr
2063	Fingerprint Tech	33250	hr
2064	Guard	6250	hr

	Denver District:		
2065	Site Supervisor	12500	hr
2066	Quality Assurance Spec	4250	hr
2067	Fingerprint Tech	33250	hr
2068	Guard	6250	hr
	El Paso District:		
2069	Site Supervisor	9500	hr
2070	Quality Assurance Spec	4250	hr
2071	Fingerprint Tech	31500	hr
2072	Guard	6250	hr
	Harlingen District:		
2073	Site Supervisor	6250	hr
2074	Quality Assurance Spec	4250	hr
2075	Fingerprint Tech	27000	hr
2076	Guard	6250	hr
	Helena District:		
2077	Site Supervisor	9500	hr
2078	Quality Assurance Spec	4250	hr
2079	Fingerprint Tech	4750	hr
2080	Guard	4240	hr
	Houston District:		
2081	Site Supervisor	6250	hr
2082	Quality Assurance Spec	6250	hr
2083	Fingerprint Tech	37600	hr
2084	Guard	6250	hr
	Kansas City District:		
2085	Site Supervisor	9500	hr
2086	Quality Assurance Spec	4250	hr
2087	Fingerprint Tech	8000	hr
2088	Guard	4250	hr
	Omaha District:		
2089	Site Supervisor	6250	hr
2090	Quality Assurance Spec	4250	hr
2091	Fingerprint Tech	4250	hr
2092	Guard	4250	hr
	San Antonio District:		
2093	Site Supervisor	6250	hr
2094	Quality Assurance Spec	4250	hr
2095	Fingerprint Tech	16600	hr
2096	Guard	4250	hr

	St. Paul District:		
2097	Site Supervisor	15750	hr
2098	Quality Assurance Spec	4250	hr
2099	Fingerprint Tech	16750	hr
2100	Guard	4250	hr
	Anchorage District:		
2101	Site Supervisor	6250	hr
2102	Quality Assurance Spec	4250	hr
2103	Fingerprint Tech	4250	hr
2104	Guard	4250	hr
	Honolulu District:		
2105	Site Supervisor	6250	hr
2106	Quality Assurance Spec	4250	hr
2107	Fingerprint Tech	6250	hr
2108	Guard	4250	hr
	Los Angeles District:		
2109	Site Supervisor	43750	hr
2110	Quality Assurance Spec	56250	hr
2111	Fingerprint Tech	365000	hr
2112	Guard	43750	hr
	Phoenix District:		
2113	Site Supervisor	15500	hr
2114	Quality Assurance Spec	4250	hr
2115	Fingerprint Tech	48000	hr
2116	Guard	9500	hr
	Portland, OR District:		
2117	Site Supervisor	4250	hr
2118	Quality Assurance Spec	4250	hr
2119	Fingerprint Tech	12000	hr
2120	Guard	4250	hr
	San Diego District:		
2121	Site Supervisor	9500	hr
2122	Quality Assurance Spec	4240	hr
2123	Fingerprint Tech	31500	hr
2124	Guard	6250	hr
	San Francisco District:		
2125	Site Supervisor	28000	hr
2126	Quality Assurance Spec	18750	hr
2127	Fingerprint Tech	183500	hr
2128	Guard	28000	hr

	Seattle District:				
2129	Site Supervisor	12500	hr		
2130	Quality Assurance Spec	4250	hr		
2131	Fingerprint Tech	22750	hr		
2132	Guard	4250	hr		
	Total Max Hours:	2,622,730			
	Other Direct Costs				
2133	ASC Leases / Facility Cost	1	lot	NTE	$15,000,000.00
2134	ASC Equipment	1	lot	NTE	[illegible]
2135	Supplies	1	lot	NTE	$1,000,000.00
2136	Travel	1	lot	NTE	[illegible]
2137	ODC Handling Fee (%)				
	Total Option 1 (Year 2)				$73,473,660.70

CLIN	DESCRIPTION	EST. MAX. QTY.	U/I	HRLY. UNIT PRICE	EXTENDED PRICE
	OPTION 2 (YR 3):				
	Atlanta District:				
3001	Site Supervisor	12500	hr		
3002	Quality Assurance Spec	4250	hr		
3003	Fingerprint Tech	45000	hr		
3004	Guard	8250	hr		
	Baltimore District:				
3005	Site Supervisor	9500	hr		
3006	Quality Assurance Spec	4250	hr		
3007	Fingerprint Tech	21250	hr		
3008	Guard	4250	hr		
	Boston District:				
3009	Site Supervisor	12500	hr		
3010	Quality Assurance Spec	4250	hr		
3011	Fingerprint Tech	55250	hr		
3012	Guard	9500	hr		
	Buffalo District:				
3013	Site Supervisor	9500	hr		
3014	Quality Assurance Spec	4250	hr		
3015	Fingerprint Tech	5000	hr		
3016	Guard	4250	hr		
	Cleveland District:				
3017	Site Supervisor	9500	hr		
3018	Quality Assurance Spec	4250	hr		
3019	Fingerprint Tech	15000	hr		
3020	Guard	4250	hr		
	Detroit District:				
3021	Site Supervisor	4250	hr		
3022	Quality Assurance Spec	4250	hr		
3023	Fingerprint Tech	12000	hr		
3024	Guard	4250	hr		
	Miami District:				
3025	Site Supervisor	25000	hr		
3026	Quality Assurance Spec	18750	hr		
3027	Fingerprint Tech	148850	hr		
3028	Guard	21850	hr		

	New Orleans District:		
3029	Site Supervisor	18750	hr
3030	Quality Assurance Spec	4250	hr
3031	Fingerprint Tech	12500	hr
3032	Guard	4250	hr
	New York District:		
3033	Site Supervisor	25000	hr
3034	Quality Assurance Spec	31200	hr
3035	Fingerprint Tech	225000	hr
3036	Guard	25000	hr
	Newark District:		
3037	Site Supervisor	6250	hr
3038	Quality Assurance Spec	6250	hr
3039	Fingerprint Tech	51250	hr
3040	Guard	6250	hr
	Philadelphia District:		
3041	Site Supervisor	12500	hr
3042	Quality Assurance Spec	4250	hr
3043	Fingerprint Tech	39500	hr
3044	Guard	6250	hr
	Portland District:		
3045	Site Supervisor	6250	hr
3046	Quality Assurance Spec	4250	hr
3047	Fingerprint Tech	4250	hr
3048	Guard	4250	hr
	San Juan District:		
3049	Site Supervisor	9500	hr
3050	Quality Assurance Spec	4250	hr
3051	Fingerprint Tech	15000	hr
3052	Guard	4250	hr
	Washington District:		
3053	Site Supervisor	6250	hr
3054	Quality Assurance Spec	4250	hr
3055	Fingerprint Tech	26000	hr
3056	Guard	4250	hr
	Chicago District:		
3057	Site Supervisor	25000	hr
3058	Quality Assurance Spec	12500	hr
3059	Fingerprint Tech	102500	hr
3060	Guard	18750	hr
	Dallas District:		
3061	Site Supervisor	12500	hr
3062	Quality Assurance Spec	4250	hr
3063	Fingerprint Tech	33250	hr
3064	Guard	6250	hr

	Denver District:		
3065	Site Supervisor	12500	hr
3066	Quality Assurance Spec	4250	hr
3067	Fingerprint Tech	33250	hr
3068	Guard	6250	hr
	El Paso District:		
3069	Site Supervisor	9500	hr
3070	Quality Assurance Spec	4250	hr
3071	Fingerprint Tech	31500	hr
3072	Guard	6250	hr
	Harlingen District:		
3073	Site Supervisor	6250	hr
3074	Quality Assurance Spec	4250	hr
2075	Fingerprint Tech	27000	hr
3076	Guard	6250	hr
	Helena District:		
3077	Site Supervisor	9500	hr
3078	Quality Assurance Spec	4250	hr
3079	Fingerprint Tech	4750	hr
3080	Guard	4240	hr
	Houston District:		
3081	Site Supervisor	6250	hr
3082	Quality Assurance Spec	6250	hr
3083	Fingerprint Tech	37500	hr
3084	Guard	6250	hr
	Kansas City District:		
3085	Site Supervisor	9500	hr
3086	Quality Assurance Spec	4250	hr
3087	Fingerprint Tech	8000	hr
3088	Guard	4250	hr
	Omaha District:		
3089	Site Supervisor	6250	hr
3090	Quality Assurance Spec	4250	hr
3091	Fingerprint Tech	4250	hr
3092	Guard	4250	hr
	San Antonio District:		
3093	Site Supervisor	6250	hr
3094	Quality Assurance Spec	4250	hr
3095	Fingerprint Tech	16500	hr
3096	Guard	4250	hr

	St. Paul District:		
3097	Site Supervisor	15750	hr
3098	Quality Assurance Spec	4250	hr
3099	Fingerprint Tech	16750	hr
3100	Guard	4250	hr
	Anchorage District:		
3101	Site Supervisor	6250	hr
3102	Quality Assurance Spec	4250	hr
3103	Fingerprint Tech	4250	hr
3104	Guard	4250	hr
	Honolulu District:		
3105	Site Supervisor	6250	hr
3106	Quality Assurance Spec	4250	hr
3107	Fingerprint Tech	6250	hr
3108	Guard	4250	hr
	Los Angeles District:		
3109	Site Supervisor	43750	hr
3110	Quality Assurance Spec	56250	hr
3111	Fingerprint Tech	356000	hr
3112	Guard	43750	hr
	Phoenix District:		
3113	Site Supervisor	15500	hr
3114	Quality Assurance Spec	4250	hr
3115	Fingerprint Tech	48000	hr
3116	Guard	9500	hr
	Portland, OR District:		
3117	Site Supervisor	4250	hr
3118	Quality Assurance Spec	4250	hr
3119	Fingerprint Tech	12000	hr
3120	Guard	4250	hr
	San Diego District:		
3121	Site Supervisor	9500	hr
3122	Quality Assurance Spec	4240	hr
3123	Fingerprint Tech	31500	hr
3124	Guard	6250	hr
	San Francisco District:		
3125	Site Supervisor	28000	hr
3126	Quality Assurance Spec	18750	hr
3127	Fingerprint Tech	183500	hr
3128	Guard	28000	hr

	Seattle District:				
3129	Site Supervisor	12500	hr		
3130	Quality Assurance Spec	4250	hr		
3131	Fingerprint Tech	22750	hr		
3132	Guard	4250	hr		
	Total Max Hours:	2,622,730			
	Other Direct Costs				
3133	ASC Leases / Facility Cost	1	lot	NTE	$15,000,000.00
3134	ASC Equipment	1	lot	NTE	$[illegible].00
3135	Supplies	1	lot	NTE	$1,[illegible].00
3136	Travel	1	lot	NTE	$2,[illegible].00
3137	ODC Handling Fee (%)				
	Total Option 2 (Year 3)				$73,822,861.90

CLIN	DESCRIPTION	EST. MAX. QTY.	U/I	HRLY. UNIT PRICE	EXTENDED PRICE
	OPTION 3 (YR 4):				
	Atlanta District:				
4001	Site Supervisor	12500	hr		
4002	Quality Assurance Spec	4250	hr		
4003	Fingerprint Tech	45000	hr		
4004	Guard	6250	hr		
	Baltimore District:				
4005	Site Supervisor	9500	hr		
4006	Quality Assurance Spec	4250	hr		
4007	Fingerprint Tech	21250	hr		
4008	Guard	4250	hr		
	Boston District:				
4009	Site Supervisor	12500	hr		
4010	Quality Assurance Spec	4250	hr		
4011	Fingerprint Tech	55850	hr		
4012	Guard	9500	hr		
	Buffalo District:				
4013	Site Supervisor	9500	hr		
4014	Quality Assurance Spec	4250	hr		
4015	Fingerprint Tech	5000	hr		
4016	Guard	4250	hr		
	Cleveland District:				
4017	Site Supervisor	9500	hr		
4018	Quality Assurance Spec	4250	hr		
4019	Fingerprint Tech	15000	hr		
4020	Guard	4250	hr		
	Detroit District:				
4021	Site Supervisor	4250	hr		
4022	Quality Assurance Spec	4250	hr		
4023	Fingerprint Tech	12000	hr		
4024	Guard	4250	hr		
	Miami District:				
4025	Site Supervisor	25000	hr		
4026	Quality Assurance Spec	18750	hr		
4027	Fingerprint Tech	148850	hr		
4028	Guard	21850	hr		

	New Orleans District:		
4029	Site Supervisor	18750	hr
4030	Quality Assurance Spec	4250	hr
4031	Fingerprint Tech	12500	hr
4032	Guard	4250	hr
	New York District:		
4033	Site Supervisor	25000	hr
4034	Quality Assurance Spec	31200	hr
4035	Fingerprint Tech	225000	hr
4036	Guard	25000	hr
	Newark District:		
4037	Site Supervisor	6250	hr
4038	Quality Assurance Spec	6250	hr
4039	Fingerprint Tech	51250	hr
4040	Guard	6250	hr
	Philadelphia District:		
4041	Site Supervisor	12500	hr
4042	Quality Assurance Spec	4250	hr
4043	Fingerprint Tech	39500	hr
4044	Guard	6250	hr
	Portland District:		
4045	Site Supervisor	6250	hr
4046	Quality Assurance Spec	4250	hr
4047	Fingerprint Tech	4250	hr
4048	Guard	4250	hr
	San Juan District:		
4049	Site Supervisor	9500	hr
4050	Quality Assurance Spec	4250	hr
4051	Fingerprint Tech	15000	hr
4052	Guard	4250	hr
	Washington District:		
4053	Site Supervisor	6250	hr
4054	Quality Assurance Spec	4250	hr
4055	Fingerprint Tech	28000	hr
4056	Guard	4250	hr
	Chicago District:		
4057	Site Supervisor	25000	hr
4058	Quality Assurance Spec	12500	hr
4059	Fingerprint Tech	102500	hr
4060	Guard	18750	hr
	Dallas District:		
4061	Site Supervisor	12500	hr
4062	Quality Assurance Spec	4250	hr
4063	Fingerprint Tech	33250	hr
4064	Guard	6250	hr

	Denver District:		
4065	Site Supervisor	12500	hr
4066	Quality Assurance Spec	4250	hr
4067	Fingerprint Tech	33250	hr
4068	Guard	6250	hr
	El Paso District:		
4069	Site Supervisor	9500	hr
4070	Quality Assurance Spec	4250	hr
4071	Fingerprint Tech	31500	hr
4072	Guard	6250	hr
	Harlingen District:		
4073	Site Supervisor	6250	hr
4074	Quality Assurance Spec	4250	hr
4075	Fingerprint Tech	27000	hr
4076	Guard	6250	hr
	Helena District:		
4077	Site Supervisor	9500	hr
4078	Quality Assurance Spec	4250	hr
4079	Fingerprint Tech	4750	hr
4080	Guard	4240	hr
	Houston District:		
4081	Site Supervisor	6250	hr
4082	Quality Assurance Spec	6250	hr
4083	Fingerprint Tech	37500	hr
4084	Guard	6250	hr
	Kansas City District:		
4085	Site Supervisor	9500	hr
4086	Quality Assurance Spec	4250	hr
4087	Fingerprint Tech	8000	hr
4088	Guard	4250	hr
	Omaha District:		
4089	Site Supervisor	6250	hr
4090	Quality Assurance Spec	4250	hr
4091	Fingerprint Tech	4250	hr
4092	Guard	4250	hr
	San Antonio District:		
4093	Site Supervisor	6250	hr
4094	Quality Assurance Spec	4250	hr
4095	Fingerprint Tech	18500	hr
4096	Guard	4250	hr

	St. Paul District:		
4097	Site Supervisor	15750	hr
4098	Quality Assurance Spec	4250	hr
4099	Fingerprint Tech	16750	hr
4100	Guard	4250	hr
	Anchorage District:		
4101	Site Supervisor	6250	hr
4102	Quality Assurance Spec	4250	hr
4103	Fingerprint Tech	4250	hr
4104	Guard	4250	hr
	Honolulu District:		
4105	Site Supervisor	6250	hr
4106	Quality Assurance Spec	4250	hr
4107	Fingerprint Tech	6250	hr
4108	Guard	4250	hr
	Los Angeles District:		
4109	Site Supervisor	43750	hr
4110	Quality Assurance Spec	56250	hr
4111	Fingerprint Tech	385000	hr
4112	Guard	43750	hr
	Phoenix District:		
4113	Site Supervisor	15500	hr
4114	Quality Assurance Spec	4250	hr
4115	Fingerprint Tech	48000	hr
4116	Guard	9500	hr
	Portland, OR District:		
4117	Site Supervisor	4250	hr
4118	Quality Assurance Spec	4250	hr
4119	Fingerprint Tech	12000	hr
4120	Guard	4250	hr
	San Diego District:		
4121	Site Supervisor	9500	hr
4122	Quality Assurance Spec	4240	hr
4123	Fingerprint Tech	31500	hr
4124	Guard	6250	hr
	San Francisco District:		
4125	Site Supervisor	28000	hr
4126	Quality Assurance Spec	18750	hr
4127	Fingerprint Tech	183500	hr
4128	Guard	28000	hr

	Seattle District:				
4129	Site Supervisor	12500	hr		
4130	Quality Assurance Spec	4250	hr		
4131	Fingerprint Tech	22750	hr		
4132	Guard	4250	hr		
	Total Max Hours:	2,622,730			
	Other Direct Costs				
4133	ASC Leases / Facility Cost	1	lot	NTE	$15,000,000.00
4134	ASC Equipment	1	lot	NTE	$800,000.00
4135	Supplies	1	lot	NTE	$1,[illegible],000.00
4136	Travel	1	lot	NTE	$2,[illegible],000.00
4137	ODC Handling Fee (%)				
	Total Option 3 (Year 4)				$74,202,117.30

CLIN	DESCRIPTION	EST. MAX. QTY.	U/I	HRLY. UNIT PRICE	EXTENDED PRICE
	OPTION 4 (YR 5):				
	Atlanta District:				
5001	Site Supervisor	12500	hr		
5002	Quality Assurance Spec	4250	hr		
5003	Fingerprint Tech	45000	hr		
5004	Guard	5250	hr		
	Baltimore District:				
5005	Site Supervisor	9500	hr		
5006	Quality Assurance Spec	4250	hr		
5007	Fingerprint Tech	21250	hr		
5008	Guard	4250	hr		
	Boston District:				
5009	Site Supervisor	12500	hr		
5010	Quality Assurance Spec	4250	hr		
5011	Fingerprint Tech	58850	hr		
5012	Guard	9500	hr		
	Buffalo District:				
5013	Site Supervisor	9500	hr		
5014	Quality Assurance Spec	4250	hr		
5015	Fingerprint Tech	5000	hr		
5016	Guard	4250	hr		
	Cleveland District:				
5017	Site Supervisor	9500	hr		
5018	Quality Assurance Spec	4250	hr		
5019	Fingerprint Tech	15000	hr		
5020	Guard	4250	hr		
	Detroit District:				
5021	Site Supervisor	4250	hr		
5022	Quality Assurance Spec	4250	hr		
5023	Fingerprint Tech	12000	hr		
5024	Guard	4250	hr		
	Miami District:				
5025	Site Supervisor	25000	hr		
5026	Quality Assurance Spec	18750	hr		
5027	Fingerprint Tech	148850	hr		
5028	Guard	21850	hr		

	New Orleans District:		
5029	Site Supervisor	18750	hr
5030	Quality Assurance Spec	4250	hr
5031	Fingerprint Tech	12500	hr
5032	Guard	4250	hr
	New York District:		
5033	Site Supervisor	25000	hr
5034	Quality Assurance Spec	31200	hr
5035	Fingerprint Tech	228000	hr
5036	Guard	25000	hr
	Newark District:		
5037	Site Supervisor	6250	hr
5038	Quality Assurance Spec	6250	hr
5039	Fingerprint Tech	51250	hr
5040	Guard	6250	hr
	Philadelphia District:		
5041	Site Supervisor	12500	hr
5042	Quality Assurance Spec	4250	hr
5043	Fingerprint Tech	38500	hr
5044	Guard	6250	hr
	Portland District:		
5045	Site Supervisor	6250	hr
5046	Quality Assurance Spec	4250	hr
5047	Fingerprint Tech	4250	hr
5048	Guard	4250	hr
	San Juan District:		
5049	Site Supervisor	9500	hr
5050	Quality Assurance Spec	4250	hr
5051	Fingerprint Tech	15000	hr
5052	Guard	4250	hr
	Washington District:		
5053	Site Supervisor	6250	hr
5054	Quality Assurance Spec	4250	hr
5055	Fingerprint Tech	26000	hr
5056	Guard	4250	hr
	Chicago District:		
5057	Site Supervisor	25000	hr
5058	Quality Assurance Spec	12500	hr
5059	Fingerprint Tech	102500	hr
5060	Guard	18750	hr
	Dallas District:		
5061	Site Supervisor	12500	hr
5062	Quality Assurance Spec	4250	hr
5063	Fingerprint Tech	33250	hr
5064	Guard	6250	hr

	Denver District:		
5065	Site Supervisor	12500	hr
5066	Quality Assurance Spec	4250	hr
5067	Fingerprint Tech	33250	hr
5068	Guard	6250	hr
	El Paso District:		
5069	Site Supervisor	9500	hr
5070	Quality Assurance Spec	4250	hr
5071	Fingerprint Tech	31500	hr
5072	Guard	6250	hr
	Harlingen District:		
5073	Site Supervisor	6250	hr
5074	Quality Assurance Spec	4250	hr
5075	Fingerprint Tech	27000	hr
5076	Guard	6250	hr
	Helena District:		
5077	Site Supervisor	9500	hr
5078	Quality Assurance Spec	4250	hr
5079	Fingerprint Tech	4750	hr
5080	Guard	4240	hr
	Houston District:		
5081	Site Supervisor	6250	hr
5082	Quality Assurance Spec	6250	hr
5083	Fingerprint Tech	37500	hr
5084	Guard	6250	hr
	Kansas City District:		
5085	Site Supervisor	9500	hr
5086	Quality Assurance Spec	4250	hr
5087	Fingerprint Tech	8000	hr
5088	Guard	4250	hr
	Omaha District:		
5089	Site Supervisor	6250	hr
5090	Quality Assurance Spec	4250	hr
5091	Fingerprint Tech	4250	hr
5092	Guard	4250	hr
	San Antonio District:		
5093	Site Supervisor	6250	hr
5094	Quality Assurance Spec	4250	hr
5095	Fingerprint Tech	16500	hr
5096	Guard	4250	hr

5097	Site Supervisor	15750	hr
5098	Quality Assurance Spec	4250	hr
5099	Fingerprint Tech	16750	hr
5100	Guard	4250	hr
	Anchorage District:		
5101	Site Supervisor	6250	hr
5102	Quality Assurance Spec	4250	hr
5103	Fingerprint Tech	4250	hr
5104	Guard	4250	hr
	Honolulu District:		
5105	Site Supervisor	6250	hr
5106	Quality Assurance Spec	4250	hr
5107	Fingerprint Tech	6250	hr
5108	Guard	4250	hr
	Los Angeles District:		
5109	Site Supervisor	43750	hr
5110	Quality Assurance Spec	56250	hr
5111	Fingerprint Tech	365000	hr
5112	Guard	43750	hr
	Phoenix District:		
5113	Site Supervisor	15500	hr
5114	Quality Assurance Spec	4250	hr
5115	Fingerprint Tech	48000	hr
5116	Guard	9500	hr
	Portland, OR District:		
5117	Site Supervisor	4250	hr
5118	Quality Assurance Spec	4250	hr
5119	Fingerprint Tech	12000	hr
5120	Guard	4250	hr
	San Diego District:		
5121	Site Supervisor	9500	hr
5122	Quality Assurance Spec	4240	hr
5123	Fingerprint Tech	31500	hr
5124	Guard	6250	hr
	San Francisco District:		
5125	Site Supervisor	28000	hr
5126	Quality Assurance Spec	18750	hr
5127	Fingerprint Tech	183500	hr
5128	Guard	28000	hr

	Seattle District:				
5129	Site Supervisor	12500	hr		
5130	Quality Assurance Spec	4250	hr		
5131	Fingerprint Tech	22750	hr		
5132	Guard	4250	hr		
	Total Max Hours:	2,822,730			
	Other Direct Costs				
5133	ASC Leases / Facility Cost	1	lot	NTE	$15,000,000.00
5134	ASC Equipment	1	lot	NTE	$[illegible],000.00
5135	Supplies	1	lot	NTE	$1,000,000.00
5136	Travel	1	lot	NTE	$2,000,000.00
5137	ODC Handling Fee (%)				
	Total Option 4 (Year 5)				$74,847,781.10
	TOTAL PRICE, Years 1 - 5:				$371,120,702.40

[end of Section B]

C.1 Introduction

The Immigration and Naturalization Service (INS) is an agency within the Department of Justice. It is responsible for administering a variety of immigration benefits, including naturalization, international adoptions, asylum, etc. To carry out its responsibilities, the INS must provide clients with immigration and related services, which include fingerprinting, photographing, collecting signatures and other biographical information, and providing forms and other information.

The Immigration Services Division (ISD) is a program within the INS that is responsible for the administration and management of all immigration services (benefits) activities and components. One of ISD's primary responsibilities is the administration of Application Support Center (ASC) operations nationwide. There are currently 129 ASCs throughout the US and its territories. While the primary activity of the ASC operation is to take fingerprints, photographs, and signatures, additional support functions are likely as INS re-engineers a variety of processes.

C.1.1 Definitions

Application Support Center (ASC): contractor leased facility at which fingerprints, photographs, and signatures of people seeking benefits are collected. The ASCs are staffed by one INS manager and a varied number of contract staff. The contract staff consists, at a minimum, of one supervisor, a quality assurance analyst, two fingerprint technicians, and a security officer (as required.) The offices are categories in four sizes: small, medium, large, and extra large.

Co-located ASC (COLO): non-contractor leased facility located in INS or other government agency space at which fingerprints, photographs, and signatures of people seeking benefits are collected. The total workload is considerably less than a stand-alone ASC, and are generally staffed by one contractor fingerprint technician and one INS manager.

Mobile Route ASC: an INS outreach program whereby mobile routes service customers in locations that are generally more than 100 miles from an ASC, COLO, or DLEA. The mobile units (mini-vans or sport utility vehicles) are leased by INS and provided to INS District offices. INS personnel and contract fingerprint staff provide fingerprint services at pre-arranged locations, such as community centers, schools, and churches. In some instances, a contractor will drive the mobile units to the fingerprint sites to meet the INS official, who provides oversight and other support as needed.

Designated Law Enforcement Agency (DLEA): a local law enforcement agency (e.g. state or local police or county sheriff) which enters into an independent agreement with the INS to take fingerprints of INS customers. Law enforcement personnel take prints and obtains signatures.

While DLEAs are a component of the total fingerprint program, this contract will not provide any services associated with DLEAs. A list of current DLEAs may be found in Attachment 1.

C.2 Background

In the past, the majority of fingerprinting services were provided by various private businesses, referred to as "Designated Fingerprint Services" (DFS). Prints were taken by DFS entities, then returned to the customer to be forwarded to the INS with their application seeking an immigration benefit. Due to congressional concerns about the integrity of this program and process, Congress mandated its termination and required INS to administer a fingerprint operation internally. Fingerprints are now taken in the controlled environment of the ASCs and DLEAs.

English and U.S. government and history (civics) testing was conducted by outside providers in support of the INS naturalization program. INS terminated this outside examination mechanism in August 1998, also out of concern about the integrity of the program and process. In August and September 1998, INS piloted the examination (testing) process at five ASCs. While still under analysis, preliminary data tends to reflect that such services could be provided in an ASC environment while maintaining the integrity of the process and without impacting the ASC's primary operational responsibility of taking fingerprints. No decision has been made whether this or other services will be provided at ASCs. However, citizenship testing at ASCs may occur under this contract in the future, and will be considered to be within the scope of this contract.

C.3 Contract Purpose

The purpose of this contract is to obtain non-personal, professional and nonprofessional services and supplies as necessary to operate and manage INS Application Support Center facilities.

C.4 Scope of Work

The contractor shall provide, in accordance with the requirements specified herein, all facilities (except for those co-located within another Government facility), training, personnel support, supplies, and equipment necessary to operate and manage the Application Support Center facilities throughout the United States and its territories. The contractor shall provide all services specified in this Statement of Work, as well as any other ASC-related services (as directed by INS policy/mission and/or Congressional action) which may be incorporated through modification. Possible services which may be added include, but are not limited to, the following: (1) testing services; (2) government forms distribution; (3) scheduling applicants, and (4) information centers.

C.5 Task 1: Program Management

The contractor shall provide all management and administration as necessary to provide quality ASC services. This shall include, as a minimum, the following:

1. General Project Management Services
2. Facility Management
3. Logistics Management
4. Personnel Management
5. Procurement Management
6. Quality Control Program Management
7. Training Program Management

C.5.1 General Project Management

The contractor shall provide general project management services consisting of all activities associated with the overall administration of the project to ensure its successful operation including, but not limited to, the following:

a. Government Coordination -- All activities associated with Government coordination and correspondence (e.g., meetings, presentations, seminars.)

b. Reports -- All activities associated with the preparation, data collection, development, presentation, and distribution for reports (reference Section C.10.)

c. Invoicing -- All activities associated with invoicing; including assembling billing data, including all time and materials needed for preparing any responses to government billing rejection letters; generation, distribution, and tracking of invoices; responding to billing inquiries; tracking which deliverables and/or units have been invoiced and which have not, and invoice reporting.

d. GFE -- All activities associated with the adequate care and safekeeping of all GFE and facilities acquired under this contract, including inventory, tracking, and reporting.

e. Subcontracts -- All activities associated with managing subcontractors, such as identification and qualification thereof, negotiation and issuance of subcontracts, obtaining Government approval for their use, review of invoices, and ensuring compliance with the security and other requirements of this contract.

f. Support -- Overall contract support staff, such as clerical, secretarial, data analysis, legal, and administrative support.

C.5.2 Facility Management

ASCs exist in 129 locations throughout the United States and U.S. territories. Fifty-four of these locations are co-located ASCs (COLOs), while 75 of these locations are contractor-leased ASCs. Locations of either type may be added, extended, or deleted throughout the life of this contract (the specific locations will be provided on individual delivery orders issued against this contract.)

The leases of the 75 ASCs must be assumed by the Contractor who is performing under this contract.

The contractor shall provide facility management services consisting of all activities associated with the management of ASC facilities (these facility management services apply only to those ASC facilities not co-located within other Government office space) as applicable, including, but not limited to: acquisition (e.g., lease) of space in geographic locations specified by the INS; building code compliance; janitorial services; insurance; maintenance; utilities; and telephone services; furniture/fixtures/signage selection, acquisition, installation, and safety and security.

a. Lease administration -- The contractor shall provide lease administration functions to include managing all substantive contact with landlords and agents to ensure compliance with lease terms. All existing leases held by the incumbent contractor shall be assumed by the successor contractor, and all approved lease and assumption costs shall be reimbursed by the Government (including a negotiated handling fee), as contained in Section B.

b. Facility database -- The contractor shall develop and maintain a database of the status of all facilities leased under this contract.

c. Leasehold/facility improvements -- Facilities shall be fully furnished and operational in accordance with the Government's site specifications and requirements. Leasehold improvements shall be made, if necessary, to bring each facility to Government specifications and requirements.

d. Construction management – The contractor is required to provide facilities that meet the Government's site specifications and requirements. If needed, the contractor shall provide construction management services consisting of all activities associated with the construction of improvements/ refurbishment/alterations to leased ASC facilities, including, but not limited to: obtaining building permits, providing architectural services, managing subcontractors, site visits, and ensuring compliance with appropriate city/state construction regulations.

e. Maintenance -- The contractor is required to provide facilities that meet the Government's site specifications and requirements. Repair and maintenance of facilities, and facility fixtures, shall be performed to keep each ASC in working, professional order and appearance in accordance with the Government's requirements. Daily janitorial services shall be performed to keep each ASC in a clean and professional appearance.

f. Insurance -- Property insurance shall be provided for each ASC. Premiums and deductibles for the property insurance shall be billable to the Government as an Other Direct Cost. In the event of a loss or claim, the deductible shall be billable to the government unless the loss is caused by the negligence of the contractor or subcontractor.

g. Security -- Alarmed security services shall be provided for each ASC. The security systems shall be connected to the local police and fire station.

h. ASC Facility Specifications –

- Americans with Disabilities Act (ADA) compliant.
- Easily accessed by the public (e.g., strip malls and ground floor areas preferred.)
- Leased for a period that parallels the period of performance of this contract, (i.e., leased for one year, with options to extend the lease for four additional one year periods.)
- Located near major transportation routes. (If possible, accessible to public transportation such as buses and subway systems.)
- Accessible to public parking.
- Accessible morning, evenings, and weekends.
- Be floored in tile or other durable surface to provide for heavy traffic and the moving of large equipment.
- Compliant with all local building codes (e.g., fire, alarm, sprinkler system.)
- Have heating, ventilation, and air condition (HVAC) systems capable of supporting LAN/WAN equipment, computers, and electronic fingerprint scanners (approximately 40 to 95 degrees Fahrenheit with 20 to 80 percent humidity.)
- Be cleaned (e.g., trash removal, dusting, window cleaning, floor wash/vacuum, bathroom maintenance) on a daily basis.
- Have, as a minimum, two public restrooms (male and female), ADA accessible.
- Have similar physical layout as follows: (1) waiting area with chairs (2) guard/receptionist area; (3) fingerprinting area; (4) potential testing area; (5) staff break room; (6) restrooms; (7) computer and/or supply room; (8) site supervisor office; and (9) INS manager office. The computer/supply room, supervisor office, and INS manager office must have doors with locks. (See Attachment 2 for facility floor plan samples.)

i. ASC Facility Data -- The Government will specify the general locations, size, minimum number of employees, and workstations at each ASC. Attachment 3 contains this information for existing and planned ASCs. The current size standards of ASCs are as follows:

- Small Office, approximately 2400 square feet
- Medium office, approximately 3600 square feet
- Large Office, approximately 6000 square feet
- Extra-Large Office, approximately 11,600 square feet

Locations and sizes may be revised, added, or deleted as determined necessary by the Government.

j. ASC Hours of Operation -- The standard hours of operation are as follows:

Stand-alone ASC Offices:

Sunday	Closed
Monday	Closed
Tuesday to Saturday	8:00 am to 4:00 pm

Co-Located ASC Offices:

Saturday and Sunday	Closed
Monday to Friday	8:00 am to 4:00 pm

Exceptions to the above hours for a specific ASC may occur and will be made by the COTR. The standard hours may change unilaterally for all ASCs, subject to an advanced, 30-day, written notification from the COTR.

C.5.3 Logistics Management

The contractor shall provide logistical management services consisting of all activities associated with approved travel for contractor personnel, such as planning, scheduling, and procuring airfare, lodging accommodations, and ground transportation. All invoiced travel costs must be itemized in accordance with the Joint Travel Regulations in effect at the time of travel.

C.5.4 Personnel Management

The contractor shall provide personnel management services consisting of all activities associated with staffing including, but not limited to: recruitment; advertisement; screening; interviewing; reference checks; payroll; benefits administration; security clearance coordination; and training coordination. See Section C.5.4.2 and C.5.4.3 for labor categories required. All personnel must meet security clearance requirements set forth in Section H.

The contractor shall develop and maintain a staff retention program which will encourage continued employment of qualified personnel. This program shall also identify and offer advancement opportunities for employees with promotion potential. Current staffing by location is identified in Attachment 3.

The Contractor shall provide personnel who have sufficient experience, education, and skills to successfully complete the performance of work and manage operations at the ASCs. Personnel that offer bilingual capabilities will be pursued as preferred candidates to help provide a range of languages for communicating with immigrants whose first language may not be English.

The Contractor shall provide only personnel who are fully qualified, trained, competent, and cleared to perform their assigned work and who possess the minimum qualifications for each labor category. All training shall be provided at the contractor's expense. See Section C.5.7 for training requirements.

Personnel must be flexible, open, and responsive to procedural changes and cooperative in implementing and testing new technology and standard operating procedures as the functional responsibilities within the ASCs evolve.

C.5.4.1 Staffing

The Contractor shall recruit and retain staffing levels to meet the requirements of the contract for each Application Support Center (ASC). The Contractor's organization shall consist of required project management personnel and direct labor (directly billable) on-site staffing at each ASC, and other authorized locations. The Contractor shall maintain an office within 50 miles of Washington, DC for the life of the contract, including option periods, if exercised. The INS-Site Project Manager shall be a full-time position located at INS Headquarters, 801 I Street, N.W., Washington, D.C. The Government will provide necessary office space and supplies for the INS-Site Project Manager at the INS Headquarters.

C. 5.4.2 – Key Personnel - Minimum Personnel Qualifications

The six "key personnel" positions listed in this section shall be provided by the Contractor. The personnel who fill these positions must be approved in writing by the Government prior to their commencing work. The Contractor shall not directly charge the labor costs incurred by these personnel to the Government; rather, their labor cost shall be reflected in the indirect rates included in the direct labor categories contained in Section B. The Contractor shall provide key personnel who possess the minimum requirements as follows:

Corporate-Site Project Manager – (full-time position) The incumbent in this position shall have a minimum of six (6) years of experience in managing complex, high dollar ($1M or more annual sales) programs, projects, and/or contracts. The majority of this experience shall be obtained in the government contracts environment. In addition, the individual shall possess a master's degree in business or public administration, planning, technical management, finance/accounting, or other related area. In lieu of a college degree and master's degree, a candidate must have an additional six years of experience in managing complex, high dollar programs, projects, and/or contracts.

INS-Site Project Manager – (full-time position located at INS Headquarters) The on-site project manager shall have a minimum of three (3) years of experience in managing mid ($500K) to high dollar programs, projects, and/or contracts. The majority of this experience shall be obtained in the government contracts environment. The project manager shall possess a bachelor of art degree in business or public administration, planning, technical management, finance/accounting, or other related area. In lieu of a college degree, a candidate must have an additional four years of experience in managing mid to high dollar programs, projects, and/or contracts.

Senior Real Property/Facilities Manager – The senior real property manager(s) shall have a minimum of three (3) years of experience in facilities management, to include experience in space requirements analysis, the acquisition, management, and closeout of real property leases,

workspace design, facility alterations and repairs, acquisition of utilities and maintenance/janitorial services, and knowledge of federal, state, and local building codes related to fire, safety, security, building access by the disabled, etc. Knowledge of electronic facilities database management is desirable.

Senior Personal Property Manager – The senior personal property manager(s) shall have a minimum of two (2) years of experience in personal property and/or general administrative support. Experience shall include actions including personal property/supplies needs analyses, and the acquisition, tracking/inventorying/reporting, maintenance and repair, and disposal of personal property. Knowledge of Federal property management regulations and experience in office re-locations is desirable.

Senior Training Coordinator – The senior training coordinator(s) shall have a minimum of two (2) years of experience in developing training requirements and preparing written training materials for formal classroom and informal, on-the-job training. Senior training coordinator(s) shall have experience in the acquisition/ preparation, scheduling, presenting and/or coordinating, and evaluation of formal, classroom instruction.

Senior Budget Execution Specialist – The senior budget execution specialist(s) shall have a minimum of three (3) years of experience related to budget execution, accounting, and/or financial management. Experience shall include the preparation of estimated needs and costs, use of financial management methods to track, monitor, reconcile, control, and maintain an audit trail of expenditures, and the preparation of billing invoices and expenditure reports. A basic knowledge of Federal appropriations law is required. The senior budget execution specialist(s) shall possess, as a minimum, a bachelor of arts degree in accounting, finance, business administration, applied mathematics, economics, or related area.

C.5.4.3 Direct Labor Categories Required

Contractor staff shall consist of the following categories:

Site Supervisor – Responsible for on-going day-to-day facility operations and supervision of assigned ASC. The site supervisor shall oversee facility operations, equipment, maintenance, Contractor staff, and security. The site supervisor shall work directly with the INS ASC manager to implement procedures and ensure integrity of the fingerprinting and other immigration benefits operations in their facility, as identified in task orders. Site Supervisors shall have past supervisory experience prior to performance on this contract. At locations where less than 4 Fingerprint Technicians are located, the Site Supervisor shall perform the duties of the Quality Assurance Specialist. This is a SCA-exempt, professional or administrative position.

Quality Assurance Specialist – The Contractor shall provide a fully trained individual who has knowledge of, and can apply, minimum FBI quality control standards. Duties shall include utilizing a quality control system to ensure that fingerprint and other immigration benefit processes are completed in accordance with acceptable principles of internal control, and meet

specified, acceptable levels of quality as outlined in INS ASC Fingerprinting Standard Operating Procedures. One Quality Assurance Specialist is required at all ASC locations where a minimum of 4 Fingerprint Technicians are located. An SCA labor category under wage determination number 01118, General Clerk IV.

Fingerprint Technician – The Contractor shall provide fingerprint technicians who have successfully completed the required training for performance of their task. Duties shall include customer interface/greeting, initiation of forms related to fingerprint process, completion of the fingerprint process, and taking of photographs which will be electronically captured. Fingerprint technicians shall be competent in using electronic fingerprint scanning and manual fingerprinting equipment. The Contractor shall provide a sufficient number of fingerprint technicians at each ASC with valid state driver's licenses to support the mobile routes (see Section C.7.) An SCA labor category under wage determination number 01117, General Clerk III.

Guard – The Contractor shall provide one unarmed, uniformed security guard at all stand-alone ASC locations with a minimum of four fingerprint technicians assigned. Guards are not required at co-located sites within INS facilities. Each guard shall have successfully met the required training (as required for registration in the State where performance will occur) and security clearances, and will maintain a neat and professional appearance. An SCA labor category under wage determination number 27102, Guard II.

C.5.5 Procurement Management

The contractor shall provide procurement management services consisting of all activities associated with the procurement of all supplies and services needed for operation of the ASCs, and not provided by the Government. The contractor shall procure, for reimbursement by the government, all supplies, equipment, and furniture, including, but not limited to: modular furniture, general office supplies; fingerprinting supplies; copiers; facsimile machines; televisions and VCRs; electronic customer numbered waiting systems; American flags and stands; cabling; anti-fatigue mats; and indoor and outdoor signs. Computers, electronic fingerprint scanning equipment, and printers will be provided to the Contractor by the Government. All such items procured by the contractor and reimbursed by the government shall become the property of the Government and shall be returned to the Government upon contract completion. Open market procurements must be properly documented to prove price competition was obtained, or justification for not obtaining competition. If use of GSA schedule is authorized, the contractor shall follow the requirements of FAR Subpart 8.4. The contractor shall provide, at its own expense, refrigerators, microwaves, and other kitchen appliances and utensils required to stock the staff break room. Kitchen appliances and utensils shall not be reimbursed by the government.

C.5.6 Quality Control Program

The Contractor shall provide quality control and assurance services consisting of all activities associated with quality control including, but not limited to:

a. All fingerprint technicians (after the individual has been employed for one month or more as a technician) must complete the processing of a minimum of five FD-258s ("fingerprint cards") per hour (when the conditions of a steady flow of applicants exist). The processing shall include the completion of the masthead and the rolling of the fingerprints in compliance with FBI standards.

b. The Contractor shall maintain an overall national fingerprint productivity rate of five (5) prints per hour per workstation.

c. The Contractor shall maintain an overall national FD-258 reject rate not to exceed one (1) percent for unclassifiable fingerprints. The rate of one percent does not include cases where the applicant is clearly unable to provide a FBI-classifiable fingerprint. A FBI-unclassifiable fingerprint is defined as a print returned two times by the FBI as unclassifiable.

d. The Contractor shall provide government-furnished customer service questionnaires to all fingerprint applicants at time of fingerprinting, and maintain a secured container for collection of questionnaires. The INS ASC manager will be responsible for the collection of these forms. The Contractor shall maintain an overall national customer satisfaction rate of 85 percent (i.e., at least 85 percent of all responses indicate overall satisfaction with the fingerprinting services provided.)

e. Work failing to meet these standards shall be rejected by the Government, and the contractor shall be required to perform the work again at no additional cost to the Government. Repeated rejection of FD-258s is not acceptable; employees whose cards are repeatedly rejected may be replaced upon request by the COTR. Rejection logs shall be maintained by the Site Supervisor and available upon request to the Government.

f. The Contractor shall maintain quality control of all work performed, review the condition and appearance of output, check output for accuracy and consistency, and ensure completion of all steps in compliance with INS/FBI specifications. The Government will reject work not meeting INS/FBI quality standards. Failure to deliver acceptable work may result in contract termination.

g. Quality control procedures may be modified by the COTR, who must inform the Contracting Officer to issue a change order in the event the modification has a cost impact. As the ability of the Service to collect statistical performance data is enhanced through automation, the Government intends to bilaterally modify the contract in the next year or two to add "performance based service contracting" (PBSC) provisions. This will include monetary performance incentives and/or nonperformance deductions, a specific surveillance method,

can be associated with the performance standards listed in C.5.6(b) through (d) above.

C.5.7 Training Program

The contractor shall provide training services consisting of all activities associated with the implementation of a training program for ASC services, including, but not limited to: procedural development; providing instructors, equipment, and supplies; logistical coordination of training facilities; printing and distribution of course material; and progress reporting. The Contractor is not required to develop the content of the minimum staff training contained in this Section – this content will be provided to the Contractor by the Government. Training costs shall not be reimbursed by the Government.

As a minimum, staff training shall be provided in the following areas:

a. Overview of ASC mission: To include, as a minimum, an introduction to the INS (general history and applications' petitions affected by fingerprinting), the background of the ASC program, and a summary of the Naturalization Quality Procedures.

b. Fingerprint Process: The contractor shall provide a fingerprint process session that has been certified by the FBI, to include, as a minimum, a description of the fingerprint work flow, forms of acceptable customer identification, fraudulent document recognition, manual FP techniques, electronic FP procedures; and masthead data completion. Upon completion of the FP training session, personnel shall be able to produce classifiable prints in accordance with FBI/INS policy and procedures.

c. Customer service: To include, as a minimum, professionalism, cross cultural sensitivity, problem resolution, non-verbal communication, ethics, and sexual harassment.

FBI certified Quality Control training materials and a Student Training Manual will be provided by the Government at time of contract award. The information contained in these materials is sufficient to meet the training requirements listed in a through c above. If the Contractor desires to alter the training material, or change the media (e.g., using a video version instead of a written manual), the contractor shall submit its changed materials within 30 days after contract award. Within 15 days of receipt of the government's comments, the contractor shall submit a final training manual to be approved in writing by the COTR. This training manual shall be updated as deemed necessary by the Government. All training documentation developed by the Contractor shall be Government property.

C.6 Task 2: Fingerprinting Services

In accordance with Government-approved training (as discussed in C.5.7), the Contractor shall provide fingerprint services for U.S. citizens and non-U.S. citizens applying for immigration benefits at each ASC on a scheduled basis (the Government will schedule the applicants for

fingerprint service.) This section summarizes the Standard Operating Procedures utilized in the ASCs, a copy of which will be provided to the Contractor after award.

Fingerprinting services include customer identity verification, rolled or electronic fingerprinting, entry of masthead information, and control of the FD-258s as follows:

a. Customer identify verification: Customer's identify shall be verified. Subsequently, a masthead worksheet (Alien Information Worksheet) shall be distributed to each customer. The process shall be briefly explained and questions answered.

b. FD-258 completion: Fingerprints shall be rolled by ink methods or electronically captured, as applicable. Prints shall be reviewed by quality control to ensure classifiability by the FBI. Masthead information shall be entered in the computer from the scheduling notice and fingerprint worksheet and verified for accuracy. Upon completion, the cards shall be processed through the specified printer.

c. FD-258 mailing: At the end of each business day, all FD-258s shall be sent via overnight express mail to the appropriate INS office where they will be forwarded to the FBI for analysis. The contents of each mailing shall be logged in a manifest and tracked by customer name and Alien Registration Number. Quantity of cards mailed shall be reported in a weekly report to the Government. (Electronic submission of fingerprints cards directly to the FBI is anticipated to occur within the next year; therefore, INS-required standard operating procedures for fingerprinting will be modified over time.)

C.7 Task 3: Mobile Route Fingerprinting Services

The contractor shall provide all supplies, equipment, and staff necessary to operate the Mobile Route Fingerprint program, unless otherwise specified. The mobile vehicles, which will be provided as GFE, are usually a van or sport utility vehicle. The vehicles will contain the equipment necessary to perform fingerprinting services (e.g., laptop computers, laser printers, bar-code readers, and portable fingerprinting kits), all provided as GFE. The routes are determined by the INS District offices, including the identification of service point addresses, hours of operation, and schedules. Typically one INS official accompanies one fingerprint technician during the mobile tours. Fingerprint Technicians may be required to drive the vehicle and must possess a valid state driver's license in this situation. Overnight travel may be required. When the vehicles are not in use, they will be housed at either INS offices or the ASCs. See Attachment 4 for established mobile routes and staffing requirements and Attachment 5 for listing of standard supplies and equipment to be provided by the contractor. The Mobile Routes may be changed unilaterally by the Government any time during the term of this contract.

C.8 INS Security Requirements

Since the performance of this contract requires that the Contractor have access to sensitive Government information, the Contractor shall adhere to the security requirements listed in clause H.3, Security Requirements for Unescorted Facility Access Contract. All Contractor staff shall have a security clearance in compliance with the INS security requirements prior to contract performance.

C.9 Conflicts of Interest

The Contractor and its employees are not authorized to perform any work under this contract that, due to any business, personal, or other type of relationship, could create a potential conflict of interest, or might present an appearance of a conflict of interest. In addition, any information provided to the Contractor during performance of this contract is strictly confidential and cannot be used for financial gain.

C.10 Reporting Requirements

The Contractor shall be responsible for reporting progress at each site location. All reports must be received by the COTR by the deadline, as specified in this Statement of Work or in delivery orders. Periodic meetings with Government personnel will be required, often with little or no advance notice, to discuss these reports and project status. Fiscal reporting must conform to the Government's fiscal year, October 1 through September 30. All reports are considered part of overall Program Management, and are not separately billed to the contract. Reports may be required to be delivered in electronic format as specified by the COTR. The contractor shall furnish reports using software applications standard to INS (currently Microsoft Office.) The contractor shall establish and maintain appropriate tracking systems to prepare and submit the management reports required. Creation and maintenance of these tracking systems shall not be separately billed to the contract.

The contractor shall prepare the reports as described in this section. The COTR may require other daily, weekly, and monthly progress and status reports. Delivery Orders issued against this contract will contain any additional reporting requirements.

a. Regional Monthly Status Report: The Contractor shall prepare and submit monthly status reports to the COTR for each INS region, to be delivered to the COTR within 7 working days after the end of each month. The reports shall include, as a minimum, the following:

- A narrative section on the progress of the work performed. This narrative description shall include, but not be limited to, significant progress made during the reporting period under each major requirement of the Statement of Work, cumulative project statistics and identification of significant deliverables produced by hourly rates staff and the names of staff used, all activities which were scheduled to be completed during the reporting period, but were not completed as of the end of the period, identification of any problem encountered or

anticipated that will affect the on-going work requirements, or completion of the work within the time constraints as set forth in the delivery order, together with recommended solutions to such problems, and significant work planned for the next reporting period.

- Listing of supplies to be replenished by the Contractor and/or Government.

- Any problems and/or damages to property (i.e., equipment) and the facility.

b. Monthly Summary Task Order Report: The purpose of this report is to ensure that both the Government and the Contractor maintain an accurate record and common understanding of all delivery orders issued under this contract and their financial status. The report shall be delivered to the COTR within 7 working days after the end of each month. This report shall contain, as a minimum, for each task order:

- Task Order Number and site location.
- Current amount obligated and history of any modifications on the total amount.
- Total amount obligated by CLIN.
- Amount expended by CLIN for the reporting period.
- Cumulative amount expended by CLIN for the delivery order.
- Accrued costs (in-billed contractor obligations.)
- Rebates, credits and penalties.
- Balance remaining by CLIN for the task order.
- Updated project annual costs.
- Task order issuance date.

c. Government Owned Property Report: The purpose of this report is to maintain current and accurate records of the property type, location, identification number, quantity of any property furnished to the Contractor by the Government or acquired by the Contractor on behalf of the Government for use under this contract. The Contractor should note that this may include furniture, ADP and other equipment, computer software, etc. To support this function, the Contractor shall conduct a quarterly review of all Government owned property in its custody and document and update the holdings in each office location. This report shall be delivered to the COTR within 20 days after the end of each fiscal year, and as required during the year by the COTR. This report shall contain, as a minimum, the following information:

- Item type
- Item description
- Make and model
- Serial number
- Inventory numbers
- Leased or purchased
- Month/Year invoiced
- Original Acquisition Cost (if item was acquired by Contractor)

- Warranty/maintenance information
- Current location (building and room number)
- Previous location or disposition
- Comments

Upon contract completion, these reports will be used in conjunction with invoice records to determine GFE to be returned to the Government.

d. Weekly Fingerprint Production Report: The Contractor shall prepare and deliver weekly fingerprint production reports to the COTR, to be delivered to the COTR within 3 working days after the end of each week. The reports shall include, as a minimum, the following:

ASC location
Total number of fingerprints processed
Total number of manual prints processed
Total number of electronic prints processed
Special cases
Retakes
Number of contractor staff by ASC location and job category
Number of hours worked at each location, by job category
Average number of fingerprints processed per hour

e. Monthly Training Report: The Contractor shall prepare and submit monthly training reports to the COTR for each INS region, to be delivered to the COTR within 7 working days after the end of each month. The reports shall include, as a minimum, the following:

Region
Name of Employee
Employee Start Date
Type of Training Scheduled
Dates Training Scheduled

e. Significant Event/Incident Reports: The Contractor shall prepare and submit Significant Event/Incident Reports to the COTR within 72 hours of an incident. Reports shall be limited to one page per incident. The reports shall include, as a minimum, the following:

ASC site affected
Location of incident (inside ASC, in parking lot, etc.)
Date of incident
Time of incident
Details and circumstances of incident
Site Supervisor signature
INS Supervisor signature

f. Number of People Waiting in Line Prior to Opening - Weekly Report: The Contractor shall prepare and submit a report by ASC location to the COTR within 72 hours of the end of each week. The reports shall include, as a minimum, the following:

ASC location
Number of people waiting in line by day of the week
Total weekly number of people waiting in line by site

g. Number of People Turned Away at Closing – Weekly Report: The Contractor shall prepare and submit a report by ASC location to the COTR within 72 hours of the end of each week. The reports shall include, as a minimum, the following:

ASC location
Number of people turned away at closing by day of the week
Total weekly number of people waiting in line by site

C.11 Substitution of Key Personnel

The INS reserves the right to exercise approval authority over any substitution of the contractor's "key personnel" staff members assigned to this project throughout its term. Junior staff members assigned must have appropriate supervision. All proposed substitutions of key personnel staff members will be submitted, in writing, to the Contracting Officer at least 15 days prior to the proposed substitution along with an explanation of the circumstances necessitating the substitution and a complete resume of the proposed substitute.

All substitutes will have qualifications that are equal to or higher than the qualifications of the person being replaced. The Contracting Officer will evaluate requests for substitution and addition of personnel in consultation with the COTR. The Contracting Officer will promptly notify the contractor, in writing, of approval or disapproval. See H.2.

C.12 Contractor Furnished Equipment and/or Facilities

The Contractor shall furnish the equipment and facilities, as required in Sections C.5.2, Facility Management (75 contractor-leased ASCs); C.5.5, Procurement Management (Kitchen Appliances and Utensils); and C.7, Mobile Route Fingerprinting Services.

C.13 Government Furnished Equipment and/or Facilities

All equipment and facilities required to perform the tasks contained in the SOW will be provided by the Government, except for those areas listed above in Section C.12.

C.14 Travel

The Contractor may be required to travel to ASC sites at the request of the Government. Travel costs under this contract shall generally be limited to those allowable under Federal Travel Regulations and the applicable per diem rates. All approved travel will be reimbursed at cost, plus the applicable handling fee as stated in Section B. Section C.5.3, Logistics Management, discusses this requirement.

C.15 Inherently Governmental Functions Reserved for Government Officials

Tasks to be fulfilled under this contract do not involve the performance of inherently governmental functions. In compliance with FAR 7.5,

(a) the final determination(s) or decision(s) which result from consideration of the alternatives provided by the contractor report(s) is/are reserved for government officials;

(b) contractor personnel working under this contract will properly identify themselves as such at all times; and

(c) all documents or reports produced by the contractor will be suitably marked to identify them as contractor work product, and not official government material.

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 and delivery order numbers and delivered to the Contracting Officer's Technical Representative identified in Section G.

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 these addresses:
www.arnet.gov/far, or www.gvcon.com/, or www.ucop.edu/raohome/far/far.html

52.246-4	**Inspection of Services - Fixed-Price.**	**AUG 1996**
52.246-6	**Inspection - Time and Materials and Labor Hour**	**JAN 1986**

SECTION F - DELIVERIES OR PERFORMANCE

F.1 Contract Type and Term

This is an indefinite delivery, indefinite quantity (IDIQ) type contract, with provisions for the issue of time and materials type task orders, or in limited instances where it is possible, for the negotiation and award of firm-fixed-price task orders. Firm-fixed-price task orders will be issued only when the parties mutually agree and the task statement of work is sufficiently clear and unambiguous. The IDIQ guaranteed minimum value of the contract is $1,00,000.00 per year and shall apply to the base year only; no guaranteed minimum shall apply to any option years exercised.

The contract shall commence on date of commencement of full performance at one or more ASCs and run for twelve months (365 days), with four one-year option periods. A contractor that is not the incumbent shall be allowed a transition period of up to 90 days to hire staff, obtain security clearances, assume the necessary leases, and become ready to take over full contract performance. The period of performance for any particular delivery/task order shall be established under the order itself.

F.2 Deliverables and Reporting Requirements

Specific deliverables, reporting requirements, deliverables due dates and to whom the deliverable/report is to be provided shall be spelled out in each delivery/task order statement of work. Questions shall be addressed to the Contracting Officer's Technical Representative (COTR) specified in clause G.2.

SECTION G - CONTRACT ADMINISTRATION DATA

G.1 Contracting Officer

John A. Russo, Jr.
Chief, Information Technology Section
INS Headquarters Procurement Branch
425 I Street, N.W., Room 2208, Washington, D.C. 20536
Phone: 202/514-8379

G.2 Contracting Officer's Technical Representative

Sandy Piira
801 I Street, N.W., Room 900
Washington, D.C. 20536
Phone: 202/514-5852

G.3 Invoice Requirements

Time and materials type task orders shall be invoiced on a monthly basis. Firm-fixed-price task orders shall be invoiced at the completion of the order, unless a mutually agreed upon schedule of deliverable milestones with associated partial payment amount is negotiated for a particular order. An original invoice shall be submitted to the payment office, with a copy provided to the COTR and cognizant contract administrator. The payment office address is as follows:

Immigration & Naturalization Service
Office of Payments and Collections, Room 6034
425 I Street, N.W.
Washington, D.C. 20536

G.4 Contracting Officer's Technical Representative (COTR)

The COTR is responsible for providing direction to the contractor which clarifies the contract effort, fills in details or otherwise serves to accomplish the contractual statement of work, and for evaluating contractor performance. The COTR, or other personnel delegated authority by the COTR for a particular task order, are responsible for receiving all deliverables, inspecting and accepting the supplies or services provided in accordance with the terms and conditions of the contract and/or associated orders, and certifying all invoices for acceptance and payment.

The COTR does not have the authority to alter the contractor's obligations under the contract, or to direct changes that fall under the "changes" clause, or to modify any of the expressed terms, conditions, specifications, or cost of the contract or order. If, as a result of technical discussions,

it becomes desirable to alter/change the contractual obligations or the statement of work, the Contracting Officer shall issue such changes in writing after determining that sufficient funds have been identified and provided to cover any additional cost.

H.1 Small, Small Disadvantaged and Women-Owned 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 large business and will be incorporated into the contract upon award.

H.2 Key Personnel

The six personnel labor categories listed in Section C as "key personnel" are considered essential to the work being performed under this contract. Before removing, 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 of Section C.5 and the solicitation as a whole.

H.3 Security Requirements For Unescorted Facility Access Contract

GENERAL

INS has determined that performance of this contract requires that the Contractor, subcontractor(s), vendor(s), etc. (herein known as the Contractor), have access to sensitive INS information, and that the Contractor will adhere to the following.

SUITABILITY DETERMINATION

INS shall have and exercise full control over granting, denying, withholding, or terminating unescorted government facility and/or sensitive Government information access for Contractor employees, based upon the results of a background investigation. INS may, as it deems appropriate, authorize and grant temporary waivers with access to commence work to employees. The granting of a waiver to commence work will not be considered as assurance that a full employment suitability authorization will follow as a result thereof, and the granting of either a waiver or a full employment suitability determination will in no way prevent, preclude, or bar the withdrawal or termination of any such access by INS, at any time during the term of the contract. No employee of the Contractor shall be allowed unescorted access to a Government facility without an employment waiver or suitability determination by the Security Office.

BACKGROUND INVESTIGATIONS

All Contractor employees (to include applicants, temporaries, part-time and replacement employees) under the contract shall undergo a background check conducted by HQSEC. All prospective Contractor employees shall submit the following completed forms to the Security Office through the COTR no less than 30 days before the starting date of the contract or 30 days

prior to entry on duty of any employees, whether a replacement, addition, subcontractor employee, or vendor:

1. Standard Form 85P, "Questionnaire for Public Trust Positions" (original plus a copy)

2. FD Form 258, "Fingerprint Card" (2 copies)

3. Foreign Born Relatives Form (original plus a copy)

4. Form DOJ-555, "Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act"

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

Be advised that unless an applicant/employee has resided in the United States for 3 of the past 5 years, the Government may not be able to complete a satisfactory background investigation. In such cases, INS retains the right to deem an applicant/employee as ineligible due to insufficient background information.

In the interest of limiting access to potentially sensitive information and systems, INS will consider only US Citizens and Legal Permanent Residents for employment on this contract.

EMPLOYMENT SUITABILITY CHECK

Once the documents listed under "Background Investigation" are received and preliminary checks are conducted on the contractor employees by INS Security, INS shall consider authorizing the employee to commence work.

The Contractor using Form G-736 will also provide documentation that the previous employers of all new contract employees have been interviewed to ascertain the following information concerning the period two years prior to application:

(1) Name of employee
(2) Verification of employment history (date, salary job titles and duties)
(3) Reason for leaving employment
(4) Whether employer would re-hire the applicant
(5) Name of person contacted, position/title, and date of contact
(6) Name of employee doing the interview on behalf of the Contractor

CONTINUED ELIGIBILITY

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

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

INS 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 DOJ standards of conduct, 28 CFR 45.735.1 through 45.735.26, or whom INS determines to present a risk of compromising sensitive Government information to which he or she would have access under this contract.

The Security Office must be notified of all terminations/resignations within five days of occurrence. The contractor will return any expired INS issued identification cards and building passes, or those of terminated employees to the COTR. If an identification card or building pass is not 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.

EMPLOYMENT ELIGIBILITY

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

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

SECURITY MANAGEMENT

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

The COTR and the Security Office will have the right to inspect the procedures, methods, and facilities used 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.

H.4 Department of Labor Wage Determination

The Service Contract Act (SCA) applies to the three labor categories stated in Section B of this contract. Current Department of Labor wage determinations are provided as Attachment 6.

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.

a. Comprehensive General Liability: $200,000 per person and $500,000 per accident for bodily injury and $50,000 per occurrence for property damage.

b. Automobile Insurance: $200,000 per person and $500,000 per occurrence for bodily injury and $20,000 per occurrence for property damage.

c. Standard Worker's Compensation and Employer's Liability Insurance in the minimum amount of $100,000.

H.6 Employment of Illegal Aliens

Subject to existing laws, regulations, Executive Orders, and other provisions of this contract, aliens unauthorized to be employed in the United States shall not be employed by the contractor, or its subcontractors, to work for, under, or with this contract. The contractor shall ensure that this provision is expressly incorporated into any and all subcontracts or subordinate agreements issued in support of this contract.

H.7 Modification Authority and Issuance of Task Orders

The Contractor shall not accept any modification of the terms, conditions, and/or provisions of this contract issued by any person other than the Contracting Officer. All task orders shall be issued by the Contracting Officer or warranted Contract Specialist assigned by the Contracting Officer.

H.8 Incorporation of Section K By Reference

This contract incorporates Section K Representations, Certifications and Other Statements of Offerors by reference with the same force and effect as if they were included in full text.

SECTION I - CONTRACT CLAUSES

I.1 52.216-22 Indefinite Quantity OCT 1995

(a) This is an indefinite-quantity contract for 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 *one year following the expiration of the contract term.*

I.2 52.217-9 Option to Extend the Term of the Contract. MAR 1989

(a) The Government may extend the term of this contract by written notice to the Contractor *within 60 days prior to the expiration of the contract term*; *provided*, that the Government shall give 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 provision.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed *sixty (60)* months.

I.3 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

Employee class	Monetary wage - Fringe benefits	Section B Category
General Clerk IV, 01118	GS-4	Quality Assurance Specialist
General Clerk III, 01117	GS-3	Fingerprint Technician
Guard II, 27102	GS-5	Guard

I.4 Task Orders (INS No. 1394 dated FEB 97)

(a) The Contractor shall not incur costs under this contract except in performance of task orders and revisions to task orders signed by the Contracting Officer. The INS shall not allow costs unless the Contractor incurred them in the performance of a specific task order signed by the Contracting Officer, or the Contracting Officer has provided prior written consent. The Contractor shall not commence performance until it receives a task order signed by the Contracting Officer. Task orders will generally be issued on a time-and-materials basis, but may be firm-fixed-price if bilaterally negotiated.

(b)(1) When requesting task proposals from the contractors in accordance with the Clause entitled "Issuance of Task Orders," the Contracting Officer will inform the contractors of (1) the task to be performed; (ii) the schedule of performance; (iii) any required travel; (iv) deliverables and required delivery dates; and (v) any Government furnished property to be provided. The Contractor shall provide its task proposal within 5 working days of receipt of the request, unless otherwise specified by the Contracting Officer.

(2) When issuing a task order to a contractor that did not result from the submission of task proposals, the Contracting Officer will provide the signed task order to the contractor along with the information in subparagraph (b)(1).

(c)(1) If requested by the Government, the Contractor's task proposal shall consist of the following information: (1) labor hours by labor category, both straight and overtime (if authorized), estimated to complete the task; (ii) the travel-and material estimate; (111) an estimate for subcontractors and consultants; (iv) estimated other direct costs, (v) the total estimated cost or firm fixed price for completion of the task order; and any necessary revision to the schedule of performance. The Contractor shall assure that labor rates proposed are in accordance with Section B of this contract.

(2) Within 10 working days after receiving a task order signed by the Contracting Officer that did not result from the submission of task proposals, the Contractor shall provide the Contracting Officer with a task plan consisting of the information described in subparagraph (c)(1).

I.5 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, or www.gvcon.com/, or www.ucop.edu/raohome/far/far.html

52.202-1	Definitions.	OCT 1995
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.	JUN 1997
52.204-4	Printing/Copying Double-Sided on Recycled Paper.	JUN 1996
52.209-6	Protecting the Governments Interest When Subcontracting with Contractor's Debarred, Suspended or Proposed for Debarment	JUL 1995
52.215-2	Audit and Records--Negotiation.	AUG 1996
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
52.216-19	Order Limitations	OCT 1995
52.217-8	Option to Extend Services.	AUG 1989
52.219-8	Utilization of Small, Small Disadvantaged and Women-Owned Small Business Concerns.	JAN 1999
52.219-9	Small Business, Small Disadvantaged and Women -Owned Small Business Subcontracting Plan.	JAN 1999
52.219-16	Liquidated Damages - Subcontracting Plan	JAN 1999
52.219-23	Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns.	OCT 1998
52.219-25	Small Disadvantaged Business Participation Program-Disadvantaged Status and Reporting.	JAN 1999
52.222-2	Payment of Overtime Premiums	JUL 1990
52.222-3	Convict Labor.	AUG 1996
52.222-4	Contract Work Hours and Safety Standards Act - Overtime Compensation.	JUL 1995
52.222-26	Equal Opportunity.	APR 1984
52.222-28	Equal Opportunity Preaward	APR 1984

	Clearance of Subcontracts	
52.222-35	Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era.	APR 1998
52.222-36	Affirmative Action for Workers with Disabilities.	JUN 1998
52.222-37	Employment Reports on Disabled Veterans and Veterans and Veterans of the Vietnam Era	APR 1998
52.222-41	Service Contract Act of 1965, as Amended.	MAY 1989
52.222-43	Fair Labor Standards Act and Service Contract Act - Price Adjustment (Multiple Year and Option Contracts).	MAY 1989
52.223-6	Drug-Free Workplace	JAN 1997
52.223-14	Toxic Chemical Release Reporting.	OCT 1996
52.224-1	Privacy Act Notification.	APR 1984
52.224-2	Privacy Act.	APR 1984
52.225-11	Restrictions on Certain Foreign Purchases	AUG 1998
52.226-1	Utilization of Indian Organizations and and Indian-Owned Economic Enterprises	SEP 1996
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
52.229-5	Taxes - Contracts Performed in U.S. Possessions or Puerto Rico	APR 1984
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 1996
52.232-1	Payments.	APR 1984
52.232-7	Payment Under Time-and-Materials and Labor-Hour Contracts	FEB 1997
52.232-8	Discounts for Prompt Payment.	MAY 1997
52.232-11	Extras	APR 1984
52.232-17	Interest	JUN 1996
52.232-19	Availability of Funds for Next Fiscal Year.	APR 1984
52.232-23	Assignment of Claims.	JAN 1986
52.232-25	Prompt Payment.	JUN 1997
52.232-33	Mandatory Information for Electronic Funds Transfer Payment.	AUG 1996
52.232-34	Optional Information for Electronic Funds Transfer Payment.	AUG 1996
52.233-1	Disputes.	DEC 1998
52.233-3	Protest After Award.	AUG 1996
52.237-3	Continuity of Services.	JAN 1991
52.242-13	Bankruptcy	JUL 1995

52.242-15	Stop Work Order	AUG 1989
52.242-17	Government Delay of Work	APR 1984
52.243-1	Changes - Fixed-Price.	AUG 1987
52.243-3	Changes - Time and Materials or Labor Hour	AUG 1987
52.243-7	Notification of Changes.	APR 1984
52.244-2	Subcontracts.	AUG 1998
52.244-5	Competition in Subcontracting	JAN 1996
52.245-2	Government Property (Fixed-Price Contracts)	DEC 1989
52.245-5	Government Property (Cost-Reimbursement, Time and Materials, or Labor-Hour Contracts	JAN 1986
52.246-25	Limitation of Liability - Services	FEB 1997
52.248-1	Value Engineering	MAR 1989
52.249-2	Termination for Convenience of the Government (Fixed-Price)	SEP 1996
52.249-8	Default (Fixed-Price Supply and Service).	APR 1984
52.253-1	Computer Generated Forms	JAN 1991

SECTION J - LIST OF ATTACHMENTS

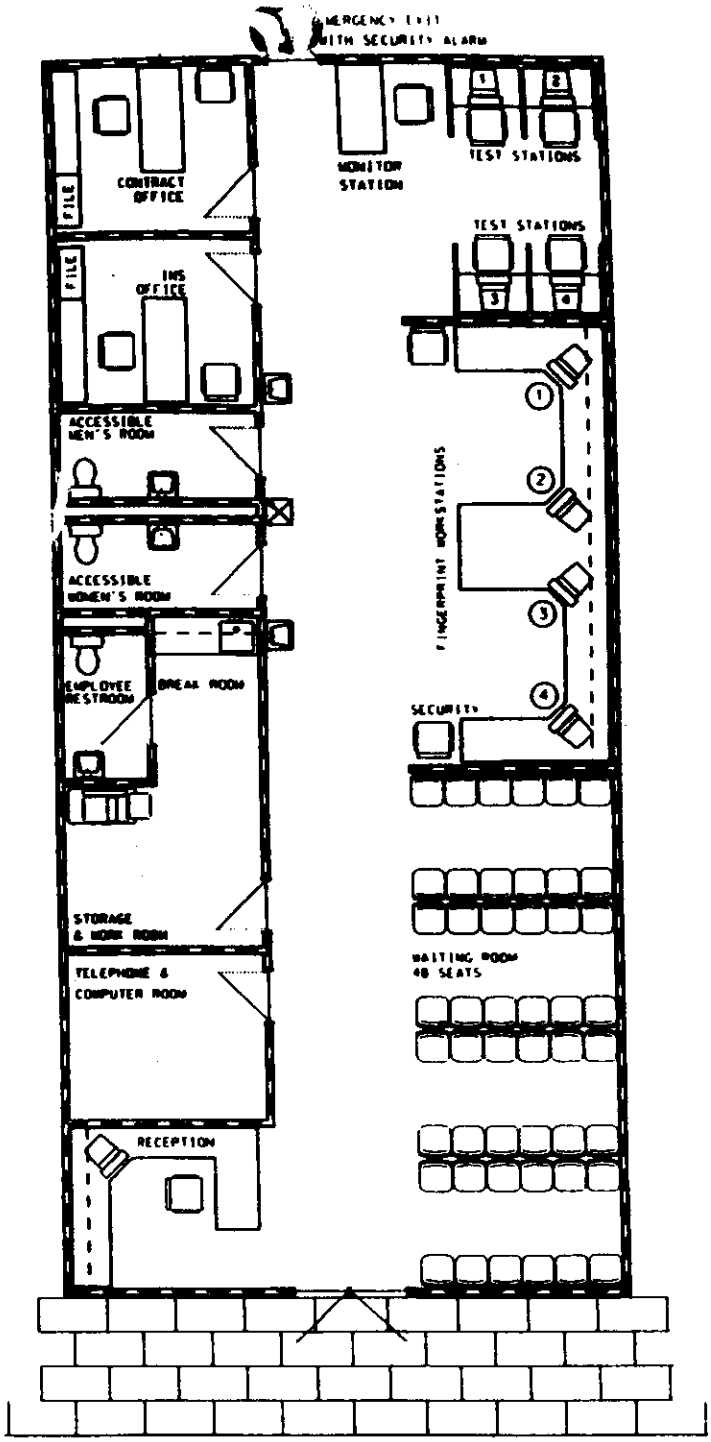
Attachment 1 – DLEA Locations	1 pg.
Attachment 2 – Facility Floor Plans	3 pgs.
Attachment 3 – ASC Locations, Current Actual Staffing Level, and Number of Workstations	12 pgs.
Attachment 4 – Mobile Routes	8 pgs.
Attachment 5 – Mobile Routes Contractor Provided Equipment	1 pg.
Attachment 6 – Department of Labor Wage Determinations	Not Attached
Attachment 7 – Reserved	
Attachment 8 – Reserved.	
Attachment 9 – Operational ASC and COLOs Locations/Street Addresses	1 pg.

ATTACHMENT 1 – DLEA LOCATIONS

Attachment 1 – DLEA Locations

Dougherty County Jail	Albany, GA
Mobile Police Department	Mobile, AL
City County Bureau of Identification	Raleigh, NC
Greenfield Police Department	Greenfield, MA
Pittsfield Police Department	Pittsfield, MA
McDonaugh County Sheriff's Department	Macomb, IL
Wood County Sheriff's Department	Wisconsin Rapids, WI
Randall County Sheriff's Office	Canyon, TX
Tulsa County Sheriff's Office	Tulsa, OK
Woodward Police Department	Woodward, OK
Washington County Sheriff's Office	Abingdon, VA
Blue Ridge Regional Jail	Moneta, VA
Center Police Department	Center, CO
Cheyenne Police Department	Cheyenne, WY
Colorado Springs Police Department	Colorado Springs, CO
Durango Police Department	Durango, CO
Sevier County Sheriff's Department	Richfield, UT
Washington County Sheriff's Department	Hurricane, UT
Grand Rapids Police Department	Grand Rapids, MI
Manistee City Police Department	Maniestee, MI
Yellowstone City Sheriff's Office	Billings, MT
Glacier County Sheriff's Office	Cut Bank, MT
Richland County Sheriff's Office	Sidney, MT
Criminal Justice Center	Honolulu, HI
Maui Police Department	Lanai, HI
Kauai Police Department	Lihue, HI
Finney County Sheriff's Department	Garden City, KS
Moberly Police Department	Moberly, MO
Springfield Police Department	Springfield, MO
Panama City Beach Police Department	Panama City Beach, FL
Knoxville Police Department	Knoxville, TN
Leesville City Police Department	Leesville, LA
Monroe City Police Department	Monroe, LA
Dubuque Police Department	Dubuque, IA
Dawson County Law Enforcement Center	Lexington, NE
Scotts Bluff Police Department	Scotts Bluff, NE
Burleigh County Sheriff's Office	Bismark, ND
Hughes County Jail	Pierre, SD
Pierce County Sheriff's Office	Rugby, ND

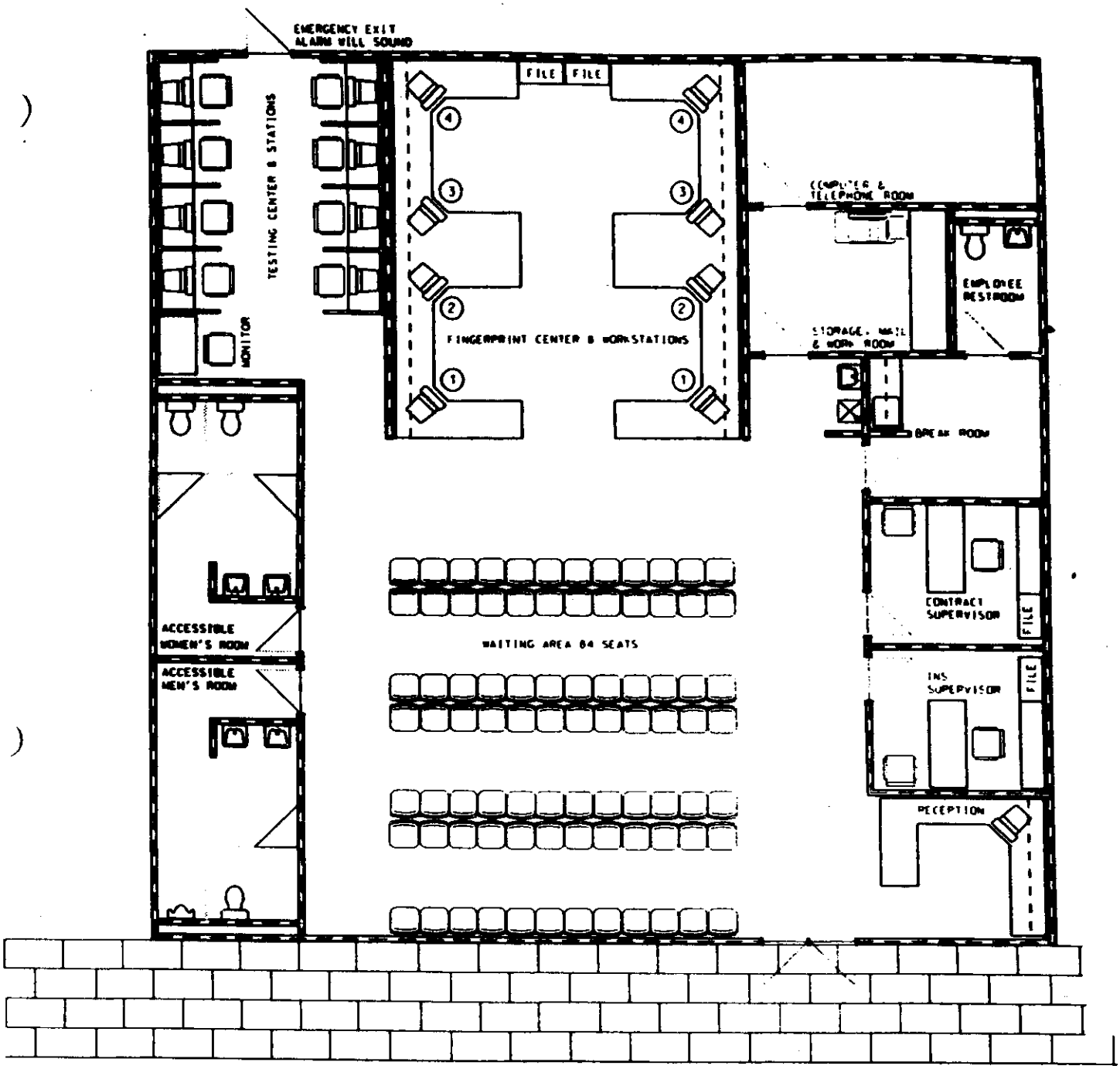
ATTACHMENT 2 – FACILITY FLOOR PLANS



TYPICAL SMALL INS SERVICE CENTER LAYOUT
2,400 SQUARE FEET

4 FINGERPRINT STATIONS
4 TEST STATIONS
48 SEAT WAITING AREA
1 RECEPTION AREA
1 SECURITY STATION
1 MONITOR STATION
1 INS SUPERVISOR OFFICE
1 CONTRACT SUPERVISOR OFFICE
1 COMPUTER & TELEPHONE ROOM
1 STORAGE & WORK ROOM
1 MONITOR STATION

NO SCALE

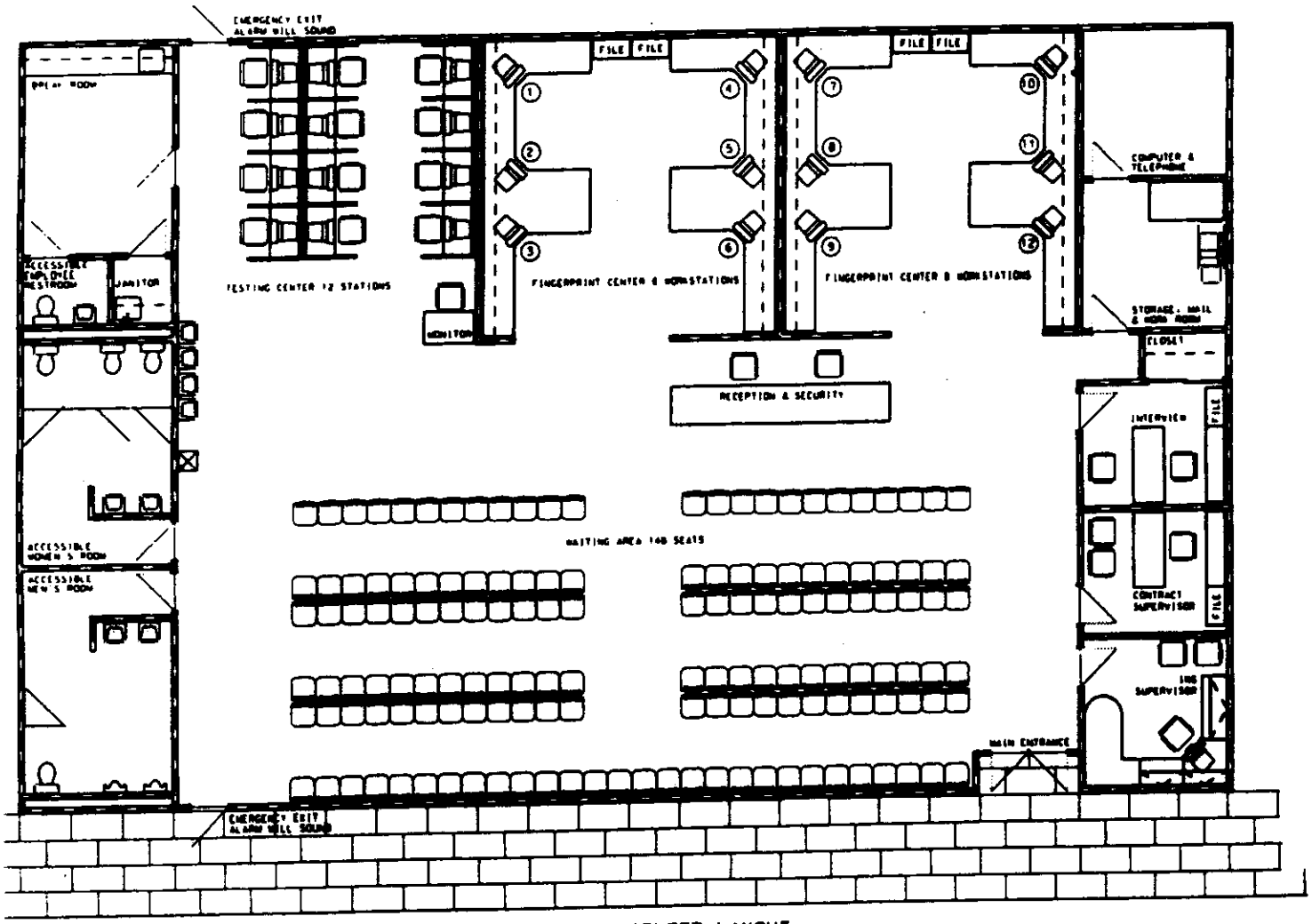


TYPICAL MEDIUM INS SERVICE CENTER LAYOUT

3,600 SQUARE FEET

8 FINGERPRINT STATIONS
8 TEST STATIONS
84 SEAT WAITING AREA
1 RECEPTION AREA
1 SECURITY STATION
1 MONITOR STATION
1 INS SUPERVISOR OFFICE
1 CONTRACT SUPERVISOR OFFICE
1 COMPUTER & TELEPHONE ROOM
1 STORAGE & WORK ROOM
1 EMPLOYEE BREAK ROOM

NO SCALE



TYPICAL LARGE INS SERVICE CENTER LAYOUT

5,760 SQUARE FEET

12 FINGERPRINT STATIONS

12 TEST STATIONS

148 SEAT WAITING AREA

1 RECEPTION AREA

1 SECURITY STATION

1 MONITOR STATION

1 INS SUPERVISOR OFFICE

1 CONTRACT SUPERVISOR OFFICE

1 COMPUTER & TELEPHONE ROOM

1 STORAGE & WORK ROOM

1 INTERVIEW OFFICE

NO SCALE

ATTACHMENT 3 – ASC LOCATIONS

INS ASCs
Eastern Region

TLANTA DISTRICT

Location	Type of ASC	Print Capacity	Print Stations	Guard	Tech	QA	Supery	Total Positions	Part-Time Positions
Atlanta, GA	ASC	70,000	7	1	8	1	1	11	2
Charlotte, NC	ASC	20,000	2	1	3	0	1	5	1
Birmingham Sub Office	COLO	10,000	1	0	0	0	1	1	1
Charleston Sub Office	COLO	10,000	1	0	0	0	1	1	1
Totals	**110,000**	**11**	**2**	**11**	**1**	**4**	**18**		**5**

ALTIMORE DISTRICT

Location	Type of ASC	Print Capacity	Print Stations	Guard	Tech	QA	Supery	Total Positions	Part-Time Positions
Rockville	ASC	30,000	3	1	4	0	1	6	1
Salisbury Sub Office	COLO	10,000	1	0	0	0	1	1	1
S Baltimore District Office	COLO	20,000	2	0	1	0	1	2	1
Totals	**60,000**	**6**	**1**	**5**	**0**	**3**	**9**		**3**

OSTON DISTRICT

Location	Type of ASC	Print Capacity	Print Stations	Guard	Tech	QA	Supery	Total Positions	Part-Time Positions
Boston, MA	ASC	60,000	6	1	7	1	1	10	1
Hartford, CT	ASC	30,000	3	1	4	0	1	6	1
Providence, RI	ASC	30,000	3	1	4	0	1	6	1
Manchester Sub Office	COLO	10,000	1	0	0	0	1	1	1
Totals	**130,000**	**13**	**3**	**15**	**1**	**4**	**23**		**4**

INS ASCs
Eastern Region

BUFFALO DISTRICT

Location	Type of ASC	Print Capacity	Print Stations	Guard	Tech	QA	Supery	Total Positions	Part-Time Positions
Buffalo District Office	COLO	10,000	1	0	0	0	1	1	1
Syracuse Sub Office	COLO	10,000	1	1	0	0	1	2	1
Albany Sub Office	COLO	10,000	1	0	0	0	1	1	1
	Totals	**30,000**	**3**	**1**	**0**	**0**	**3**	**4**	**3**

CLEVELAND DISTRICT

Location	Type of ASC	Print Capacity	Print Stations	Guard	Tech	QA	Supery	Total Positions	Part-Time Positions
Cleveland, OH	ASC	20,000	2	1	3	0	1	5	1
Cincinnati Sub Office	COLO	10,000	1	0	0	0	1	1	1
Columbus Sub Office	COLO	10,000	1	0	0	0	1	1	1
	Totals	**40,000**	**4**	**1**	**3**	**0**	**3**	**7**	**3**

DETROIT DISTRICT

Location	Type of ASC	Print Capacity	Print Stations	Guard	Tech	QA	Supery	Total Positions	Part-Time Positions
Detroit, MI	ASC	20,000	2	1	3	0	1	5	1
*Sault St. Marie POE	COLO	10,000	1	0	0	0	0	0	0
	Totals	**30,000**	**3**	**1**	**3**	**0**	**1**	**5**	**1**

*** Note - Staffing for POE will be done with existing INS staff**

INS ASCs
Eastern Region

MIAMI DISTRICT

	Location	Type of ASC	Print Capacity	Print Stations	Guard	Tech	QA	Supery	Total Positions	Part-Time Positions
LS	Miami - Hialeah	ASC	80,000	8	1	9	2	1	13	2
LS	Miami - Sweetwater	ASC	80,000	8	1	9	2	1	13	2
LS	Miami - Biscayne	ASC	60,000	6	1	7	1	1	10	1
	Ft Lauderdale, FL	ASC	50,000	5	1	6	1	1	9	1
	Tampa, FL	ASC	20,000	2	1	3	0	1	5	1
	Orlando, FL	ASC	20,000	2	1	3	0	1	5	1
	West Palm Beach, FL	ASC	20,000	2	1	3	0	1	5	1
	Jacksonville Sub Office	COLO	10,000	1	0	0	0	1	1	1
		Totals	**340,000**	**34**	**7**	**40**	**6**	**8**	**61**	**10**

NEW ORLEANS DISTRICT

Location	Type of ASC	Print Capacity	Print Stations	Guard	Tech	QA	Supery	Total Positions	Part-Time Positions
New Orleans District Office	COLO	20,000	2	0	1	0	1	2	1
Memphis Sub Office	COLO	10,000	1	0	0	0	1	1	1
Nashville Sub Office	COLO	10,000	1	0	0	0	1	1	1
Louisville Sub Office	COLO	10,000	1	0	0	0	1	1	1
Fort Smith Sub Office	COLO	10,000	1	0	0	0	1	1	1
Jackson Sub Office	COLO	10,000	1	0	0	0	1	1	1
	Totals	**70,000**	**7**	**0**	**1**	**0**	**6**	**7**	**6**

INS ASCs
Eastern Region

NEW YORK DISTRICT

Location	Type of ASC	Print Capacity	Print Stations	Guard	Tech	QA	Superv	Total Positions	Part-Time Positions
Queens/Jamaica, NY	ASC	100,000	10	1	11	2	1	15	2
LS Manhattan, NY	ASC	60,000	6	1	7	1	1	10	1
LS Bronx	ASC	60,000	6	1	7	1	1	10	1
New Rochelle, NY	ASC	40,000	4	1	5	1	1	8	1
Hempstead, NY	ASC	30,000	3	1	4	0	1	6	1
Brooklyn, NY	ASC	200,000	20	2	23	4	2	31	3
Jackson Heights	ASC	60,000	6	1	7	1	1	10	1
	Totals	**550,000**	**55**	**8**	**64**	**10**	**8**	**90**	**10**

NEWARK DISTRICT

Location	Type of ASC	Print Capacity	Print Stations	Guard	Tech	QA	Superv	Total Positions	Part-Time Positions
LS Newark, NJ	ASC	100,000	10	1	11	2	1	15	2
Hackensack, NJ	ASC	20,000	2	1	3	0	1	5	1
	Totals	**120,000**	**12**	**2**	**14**	**2**	**2**	**20**	**3**

PHILADELPHIA DISTRICT

Location	Type of ASC	Print Capacity	Print Stations	Guard	Tech	QA	Superv	Total Positions	Part-Time Positions
Philadelphia, PA	ASC	60,000	6	1	7	1	1	10	1
Pittsburgh, PA	ASC	20,000	2	1	3	0	1	5	1
Charleston Sub Office	COLO	10,000	1	0	0	0	1	1	1
Dover Sub Office	COLO	10,000	1	0	0	0	1	1	1
	Totals	**100,000**	**10**	**2**	**10**	**1**	**4**	**17**	**4**

INS ASCs
Eastern Region

PORTLAND (ME) DISTRICT

Location	Type of ASC	Print Capacity	Print Stations	Guard	Tech	QA	Supery	Total Positions	Part-Time Positions
Portland District Office	COLO	10,000	1	0	0	0	1	1	1
St Albans Sub Office	COLO	10,000	1	0	0	0	1	1	1
* Houlton Port of Entry	COLO	10,000	1	0	0	0	0	0	0
Totals	**30,000**	**3**	**0**	**0**	**0**	**2**	**2**	**2**	

*** Note - Staffing for POE will be done with existing INS staff**

SAN JUAN DISTRICT

Location	Type of ASC	Print Capacity	Print Stations	Guard	Tech	QA	Supery	Total Positions	Part-Time Positions
San Juan, PR	ASC	20,000	2	1	3	0	1	5	1
St. Croix Sub Office	COLO	10,000	1	0	0	0	1	1	1
St. Thomas Sub Office	COLO	10,000	1	0	0	0	1	1	1
Totals	**40,000**	**4**	**1**	**3**	**0**	**3**	**7**	**3**	

WASHINGTON DISTRICT

Location	Type of ASC	Print Capacity	Print Stations	Guard	Tech	QA	Supery	Total Positions	Part-Time Positions
LS Arlington, VA	ASC	60,000	6	1	7	1	1	10	1
Norfolk Sub Office	COLO	10,000	1	0	0	0	1	1	1
Totals	**70,000**	**7**	**1**	**7**	**1**	**2**	**11**	**2**	

INS ASCs
Central Region

CHICAGO DISTRICT

Location	Type of ASC	Print Capacity	Print Stations	Guard	Tech	QA	Superv	Total Positions	Part-Time Positions
LS Chicago-Pulaski	ASC	40,000	4	1	5	1	1	8	1
LS Chicago-Broadway	ASC	40,000	4	1	5	1	1	8	1
Chicago-Norridge	ASC	40,000	4	1	5	1	1	8	1
Naperville, IL	ASC	40,000	4	1	5	1	1	8	1
Waukeegan, IL	ASC	30,000	3	1	4	0	1	6	1
Hammond, IN	ASC	20,000	2	1	3	0	1	5	1
Indianapolis Sub Office	COLO	10,000	1	0	0	0	1	1	1
Milwaukee Sub Office	COLO	10,000	1	0	0	0	1	1	1
Totals	**230,000**	**23**	**6**	**27**	**4**	**8**	**45**		**8**

DALLAS DISTRICT

Location	Type of ASC	Print Capacity	Print Stations	Guard	Tech	QA	Superv	Total Positions	Part-Time Positions
Dallas, TX	ASC	40,000	4	1	5	1	1	8	1
Ft Worth, TX	ASC	20,000	2	1	3	0	1	5	1
Lubbock, TX	ASC	20,000	2	1	3	0	1	5	1
Oklahoma City Sub Off.	COLO	10,000	1	0	0	0	1	1	1
Totals	**90,000**	**9**	**3**	**11**	**1**	**4**	**19**		**4**

INS ASCs
Central Region

NVER DISTRICT

Location	Type of ASC	Print Capacity	Print Stations	Guard	Tech	QA	Superv	Total Positions	Part-Time Positions
Denver, CO	ASC	40,000	4	1	5	1	1	8	1
Taylorsville, UT	ASC	20,000	2	1	3	0	1	5	1
Grand Junction Sub Off	COLO	10,000	1	0	0	0	1	1	1
Casper Sub Office	COLO	10,000	1	0	0	0	1	1	1
Totals	**80,000**	**8**	**2**	**8**	**1**	**4**	**15**	**4**	

PASO DISTRICT

Location	Type of ASC	Print Capacity	Print Stations	Guard	Tech	QA	Superv	Total Positions	Part-Time Positions
El Paso, TX	ASC	40,000	4	1	5	1	1	8	1
Odessa, TX	ASC	20,000	2	1	3	0	1	5	1
Albequerque Sub Office	COLO	10,000	1	0	0	0	1	1	1
Totals	**70,000**	**7**	**2**	**8**	**1**	**3**	**14**	**3**	

RLINGEN DISTRICT

Location	Type of ASC	Print Capacity	Print Stations	Guard	Tech	QA	Superv	Total Positions	Part-Time Positions
McAllen, TX	ASC	20,000	2	1	3	0	1	5	1
Brownsville, TX	ASC	30,000	3	1	4	0	1	6	1
Totals	**50,000**	**5**	**2**	**7**	**0**	**2**	**11**	**2**	

INS ASCs
Central Region

LENA DISTRICT

Location	Type of ASC	Print Capacity	Print Stations	Guard	Tech	QA	Superv	Total Positions	Part-Time Positions
Helena Distirct Office	COLO	10,000	1	0	0	0	1	1	1
Boise Sub Office	COLO	10,000	1	0	0	0	1	1	1
Idaho Falls Sub Office	COLO	10,000	1	0	0	0	1	1	1
	Totals	**30,000**	**3**	**0**	**0**	**0**	**3**	**3**	**3**

USTON DISTRICT

Location	Type of ASC	Print Capacity	Print Stations	Guard	Tech	QA	Superv	Total Positions	Part-Time Positions
Downtown Houston	ASC	50,000	5	1	6	1	1	9	1
Southwest Houston	ASC	50,000	5	1	6	1	1	9	1
	Totals	**100,000**	**10**	**2**	**12**	**2**	**2**	**18**	**2**

NSAS CITY DISTRICT

Location	Type of ASC	Print Capacity	Print Stations	Guard	Tech	QA	Superv	Total Positions	Part-Time Positions
Kansas City District Off	COLO	20,000	2	0	1	0	1	2	1
Wichita Sub Office	COLO	10,000	1	0	0	0	1	1	1
St. Louis Sub Office	COLO	10,000	1	0	0	0	1	1	1
	Totals	**40,000**	**4**	**0**	**1**	**0**	**3**	**4**	**3**

INS ASCs
Central Region

MAHA DISTRICT

Location	Type of ASC	Print Capacity	Print Stations	Guard	Tech	QA	Superv	Total Positions	Part-Time Positions
Omaha District Office	COLO	10,000	1	0	0	0	1	1	1
Des Moines Sub Office	COLO	10,000	1	0	0	0	1	1	1
	Totals	**20,000**	**2**	**0**	**0**	**0**	**2**	**2**	**2**

AN ANTONIO DISTRICT

Location	Type of ASC	Print Capacity	Print Stations	Guard	Tech	QA	Superv	Total Positions	Part-Time Positions
San Antono, TX	ASC	30,000	3	1	4	0	1	6	1
Laredo Sub Office	COLO	10,000	1	0	0	0	1	1	1
	Totals	**40,000**	**4**	**1**	**4**	**0**	**2**	**7**	**2**

T. PAUL DISTRICT

Location	Type of ASC	Print Capacity	Print Stations	Guard	Tech	QA	Superv	Total Positions	Part-Time Positions
Bloomington	ASC	30,000	3	1	4	0	1	6	1
Rapid City Sub Office	COLO	10,000	1	0	0	0	1	1	1
Fargo Sub Office	COLO	10,000	1	0	0	0	1	1	1
Sioux Falls Sub Office	COLO	10,000	1	0	0	0	1	1	1
Duluth Sub Office	COLO	10,000	1	0	0	0	1	1	1
	Totals	**70,000**	**7**	**1**	**4**	**0**	**5**	**10**	**5**

INS ASCs
Western Region

ANCHORAGE DISTRICT

Location	Type of ASC	Print Capacity	Print Stations	Guard	Tech	QA	Supery	Total Positions	Part-Time Positions
Anchorage District Office	COLO	10,000	1	0	0	0	1	1	1
	Totals	**10,000**	**1**	**0**	**0**	**0**	**1**	**1**	**1**

HONOLULU DISTRICT

Location	Type of ASC	Print Capacity	Print Stations	Guard	Tech	QA	Supery	Total Positions	Part-Time Positions
Honolulu District Office	COLO	20,000	2	0	1	0	1	2	1
Agana Sub Office	COLO	10,000	1	0	0	0	1	1	1
	Totals	**30,000**	**3**	**0**	**1**	**0**	**2**	**3**	**2**

LOS ANGELES DISTRICT

Location	Type of ASC	Print Capacity	Print Stations	Guard	Tech	QA	Supery	Total Positions	Part-Time Positions
* Long Beach	ASC-T	70,000	7	1	8	2	1	12	2
* Downtown LA-Second St.	ASC-T	100,000	10	1	11	2	1	15	2
LS Downtown LA-Wilshire	ASC	100,000	10	1	11	2	1	15	2
SO. El Monte, CA	ASC	80,000	8	1	9	2	1	13	2
LS Santa Ana, CA	ASC	90,000	9	1	10	2	1	14	2
Riverside, CA	ASC	80,000	8	1	9	2	1	13	2
SO. LA Gardena, CA	ASC	60,000	6	1	7	1	1	10	1
Van Nuys, CA	ASC	70,000	7	1	8	1	1	11	2
Pomona, CA	ASC	40,000	4	1	5	1	1	8	1
Bellflower, CA	ASC	40,000	4	1	5	1	1	8	1
Fairfax, CA	ASC	30,000	3	1	4	0	1	6	1
Buena Park, CA	ASC	40,000	4	1	5	1	1	8	1
Oxnard, CA	ASC	40,000	4	1	5	1	1	8	1
Goletta, CA	ASC	20,000	2	1	3	0	1	5	1
	Totals	**860,000**	**86**	**14**	**100**	**18**	**14**	**146**	**21**

*** Note - Long Beach & Downtown-Second Street are temporary ASCs**

INS ASCs
Western Region

PHOENIX DISTRICT

Location	Type of ASC	Print Capacity	Print Stations	Guard	Tech	QA	Supery	Total Positions	Part-Time Positions
Phoenix, AZ	ASC	40,000	4	1	5	1	1	8	1
Las Vegas, NV	ASC	30,000	3	1	4	0	1	6	1
Tuscon, AZ	ASC	20,000	2	1	3	0	1	5	1
Reno Sub Office	COLO	10,000	1	0	0	0	1	1	1
Yuma Sub Office	COLO	10,000	1	0	0	0	1	1	1
	Totals	110,000	11	3	12	1	5	21	5

PORTLAND (OR) DISTRICT

Location	Type of ASC	Print Capacity	Print Stations	Guard	Tech	QA	Supery	Total Positions	Part-Time Positions
Portland, OR	ASC	30,000	3	1	4	0	1	6	1
	Totals	30,000	3	1	4	0	1	6	1

SAN DIEGO DISTRICT

Location	Type of ASC	Print Capacity	Print Stations	Guard	Tech	QA	Supery	Total Positions	Part-Time Positions
San Diego, CA	ASC	40,000	4	1	5	1	1	8	1
San Marcos, CA	ASC	20,000	2	1	3	0	1	5	1
Calexico Sub Office	COLO	10,000	1	0	0	0	1	1	1
	Totals	70,000	7	2	8	1	3	14	3

INS ASCs
Western Region

SAN FRANCISCO DISTRICT

Location	Type of ASC	Print Capacity	Print Stations	Guard	Tech	QA	Supery	Total Positions	Part-Time Positions
LS San Fran - Downtown	ASC	100,000	10	1	11	2	1	15	2
LS San Jose, CA	ASC	70,000	7	1	8	1	1	11	2
Sacramento, CA	ASC	40,000	4	1	5	1	1	8	1
Fresno, CA	ASC	50,000	5	1	6	1	1	9	1
Oakland, CA	ASC	40,000	4	1	5	1	1	8	1
Santa Rosa, CA	ASC	30,000	3	1	4	0	1	6	1
Salinas, CA	ASC	30,000	3	1	4	0	1	6	1
Modesto, CA	ASC	30,000	3	1	4	0	1	6	1
Bakersfield, CA	ASC	20,000	2	1	3	0	1	5	1
	Totals	410,000	41	9	50	6	9	74	11

SEATTLE DISTRICT

Location	Type of ASC	Print Capacity	Print Stations	Guard	Tech	QA	Supery	Total Positions	Part-Time Positions
Seattle, WA	ASC	40,000	4	1	5	1	1	8	1
LS Spokane Sub Office	COLO	10,000	1	0	0	0	1	1	1
Yakima Sub Office	COLO	10,000	1	0	0	0	1	1	1
Richland Sub Office	COLO	10,000	1	0	0	0	1	1	1
	Totals	70,000	7	1	5	1	4	11	4

ATTACHMENT 4 – MOBILE ROUTES

District	Mobile Route Origin Site	Mobile Route Destination Site	Address		City	ST	Zip Code
Anchorage	Anchorage	US Post Office Building, Room 105	Front Street	INS	Nome	AK	99762
	Anchorage	Benny Benson College	117 Benny Benson Blvd.		Kodiak	AK	99615
	Anchorage		300 Chief Eddie Hoffman Hwy.		Bethel	AK	99559
	Anchorage	Federal Building	101 - 12th Street	INS	Fairbanks	AK	99701
	Anchorage	USINS	1910 Alex Holden Way		Juneau	AK	99801
	Anchorage	USINS	111 Main Street	INS	Ketichikan	AK	99901
	Anchorage	USINS	2315 Airport Beach Rd., Rm.205, FTS Bldg.	INS	Dutch Harbor	AK	99692
					Skagway	Ak	
Atlanta	Charleston		344 Shipyard Blvd.		Wilmington	NC	28401
	Charleston		123 East M.L. King Dr.		Hinesville	GA	31313
	Charleston	Patriot Park	Columbia Road		Augusta	GA	30813
	Birmingham	George Andrews F.B.	701 Avenue A		Opelika	AL	36801
	Birmingham	City Hall	119 East Commerce St.		Greenville	AL	36037
	Birmingham	Florence PD	701 South Court St.		Florence	AL	35630
Chicago	Naperville	Illinois National Guard Armory	600 East University Street		Urbana	IL	61802
	Naperville	U.S. Federal Building and Courthouse	100 N. E. Monroe Street		Peoria	IL	61602
	Naperville	U.S. Federal Building and Courthouse	101 Martin Luther King Blvd.		Evansville	IN	47708
	Naperville	St. Paul's Catholic Church	415 W. Washington Blvd.		Ft. Wayne	IN	46802
	Naperville	Vilas County Clerk's Office	330 Court Street		Eagle River	WI	54521
Dallas	Dallas	Hugo Police Dept.	205 S. 2nd		Hugo	OK	74743
	Dallas	Broughton Recreation Center	801 Martin Luther King Jr. Blvd.		Longview	TX	75602
	Dallas	Wichita Falls Police Department	610 Holliday (back parking lot)		Wichita Falls	TX	76301
Denver	Denver	National Guard Armory Complex	3219 Coffen Ave.		Sheridan	WY	82801
	Denver	Burlington PD	480 15th Street		Burlington	CO	80807
	Salt Lake City	Western Wyoming Comm. College	2500 College Drive		Rock Springs	WY	82901
	Salt Lake City	State & County Building	152 E. 100 North		Vernal	UT	84078
	Salt Lake City	Central Wyoming Comm. College	2660 Peck Ave.		Riverton	WY	82501
Detroit	Detroit	Bad Axe City PD	100 S. Hanselman St.		Bad Axe	MI	48413
	Detroit	Oscoda City PD	110 S. State St.		Oscoda	MI	48750
El Paso	Albuquerque	Univerity of Mexico at Gallup	701 West Wilson		Gallup	NM	87301
	Albuquerque	Springer Police Department	224 Savage Blvd		Springer	NM	87740
	El Paso	Alpine Community Center	402 E. Avenue G		Alpine	TX	79830
	El Paso	Silver City PD	1101 N. Hudson		Silver City	NM	88061
Helena	Helena	USBP	510 Bullhook Dr	INS	Havre	MT	59501
	Helena	Valley County Sheriff's Department	501 Court Square, #10		Glasgow	MT	59230
	Helena	Custer County Sheriff's Department	1010 Main Street		Miles City	MT	59301
	Helena	Lake County Sheriff's Office	106 4th Avenue, East		Polson	MT	59860
	Helena	Lemhi County Sheriff's Office	206 Courthouse Drive		Salmon	ID	83467

Date(s)	Time(s)
3rd Tuesday	1:00PM 5:00pm
2nd Thursday	9:00am 2:00pm
4th Tuesday	9:00am 2:00pm
2nd Tuesday	9:00am 2:00pm
Monday to Friday	8:30am 5:00pm
Monday to Friday	8:30am 5:00pm
Monday to Friday	8:00am 4:00pm
Monday to Friday	8:00am 4:00pm
1st Wednesday	10:00am 4:00pm
2nd Wednesday	10:00am 4:00pm
3rd Wednesday	10:00am 4:00pm
1st Wednesday	10:00am 4:00pm
2nd Wednesday	10:00am 4:00pm
3rd Wednesday	10:00am 4:00pm
2ndThursday	8:00am 12:00pm
1st Wednesday	12:00pm 4:00pm
2nd Wednesday	8:00am 12:00pm
3rd Wednesday	12:00pm 4:00pm
4th Wednesday	8:00am 12:00pm
1st Wednesday	12:00pm 5:00pm
1st Thursday	12:00pm 5:00pm
1st Tuesday	12:00pm 5:00pm
3rd Wednesday	8:00am 12:00pm
4th Wednesday	10:00am 1:00pm
4th Thursday	12:00pm 5:00pm
4th Wednesday	1:00pm 5:00pm
4th Friday	12:00pm 5:00pm
Friday first full business week	10:00am 4:00pm
Thursday first full business week	10:00am 4:00pm
1st Tuesday	10:00am 2:00pm
3rd Tuesday	8:00am 1:00am
2nd Tuesday	8:00am 3:00pm
4th Tuesday	8:00am 4:00pm
3rd Tuesday	12:00pm 2:00pm
3rd Wednesday	9:00am 12:00pm
3rd Thursday	9:00am 12:00pm
1st Tuesday	12:00pm 2:00pm
1st Wednesday	9:00am 12:00pm

District	Mobile Route Origin Site	Mobile Route Destination Site	Address		City	ST	Zip Code
Anchorage	Anchorage	US Post Office Building, Room 105	[illegible] Street	INS	Nome	AK	[illegible]
	Helena	Health and Welfare Building	[illegible] Road, Room D	INS	Twin Falls	[illegible]	[illegible]
Honolulu	Honolulu	U.S. Coast Guard	27 Kuhio	INS	Hilo	HI	96721
	Agana, Guam	USINS	Horiguchi Building, Third Floor	INS	Garapan, Siapan	MP	96950
Kansas City	Kansas City	Russell County Sheriff's Dept.	210 E. 4th		Russell	KS	67665
	Kansas City	Sikeston Police Department	215 N. New Madrid		Sikeston	MO	63801
	Kansas City	Geary County Sheriff's Office	826 North Franklin		Junction City	KS	66441

Date(s)	Time(s)	
3rdTuesday	9:00AM	3:00pm
9/15, 11/3	8:00am	4:00pm
4th Friday	9:30am	1:00pm
2nd Wednesday of even month	12:00pm	4:00pm
2nd Wednesday Every odd month	8:00am	4:00pm
2nd Tuesday every even month	12:00pm	4:00pm

District	Mobile Route Origin Site	Mobile Route Destination Site	Address		City	ST	Zip Code
Anchorage	Anchorage	US Post Office Building, Room 105	Fourth Street		Homer	AK	99603
		Juneau Municipal Facility	Juneau Regional Airport, Chaimberlin Pky	INS			
	Sweetwater	Monroe County Sheriff's Office	3103 Overseas Hwy.		Marathon	FL	33050
	Tampa	Florida State University, Police Substation	University Center, Gate C		Tallahassee	FL	32306
New Orleans	New Orleans	St. Catherine's Community Center	332 E. 71st St.		Shreveport	LA	71106
	New Orleans	Courthouse Annex, Conf. Room	121 Pershing, 2nd Floor		New Iberia	LA	70560
	New Orleans	Meridian PD	2415 6th St.		Meridian	MS	39301
	Memphis	Catholic Immigration Svs.	St. John Center, 2500 North Tyler St.		Little Rock	AR	72217
	Memphis		318 W. Main St.		Tupelo	MS	38801
	Louisville	St. William's Church	525 W. 5th St.		London	KY	40741
	Louisville	St. Francis de Salle Cath. Church	116 S. 6th St.		Paducah	KY	42001
Omaha	Omaha	O'Neill Sheriff's Office	200 North 4th		O'Neill	NE	68763
	Omaha	Old Cherry County Court House	365 North Main		Valentine	NE	69201
	Omaha	Ogallala Sheriff's Office	501 North Spruce		Ogallala	NE	69153
	Omaha	Hebron Sheriff's Office	324 Olive St. (Basement)		Hebron	NE	68370
	Des Moines	Mason City Police Department	78 South Georgia Ave (Basement)		Mason City	IA	50401
Philadelphia	Philadelphia	Calvary Baptist Church	1250 University Drive		State College	PA	16801
	Pittsburg	US Courthouse	300 3rd Street		Elkins	WV	26241
Phoenix	Phoenix	Our Lady of Guadalupe Church	224 S. Kendrick		Flagstaff	AZ	86001
	Reno	Navada State, Division of Parole and Pro	3505 Construction Way		Winnemucca	NV	89448
	Reno	Navada State, Division of Parole and Pro	400 Howerton Hill		Tonopah	NV	89409
Portland (ME)	Portland, ME	INS Office	267A Godfrey Blvd., Int'l Airport	INS	Bangor	ME	04401
Portland (OR)	Medford	Medford City Hall, City Councils Chamb	411 W. 8th St.,		Medford	OR	97501
	Medford	Redmond Municipal Airport -Eagle Crest Conference Room	2522 S.E. Jesse Butler Circle		Redmond	OR	97756
San Antonio	San Antonio						
	Laredo	INS Office, Del Rio Port of Entry	International Bridge, Loop Road	INS	Del Rio	TX	78840
	Laredo	INS Office, Eagle Pass Port of Entry	160 Garrison St.	INS	Eagle Pass	TX	78852
	Laredo	Catholic Charities	1322 Commanche		Corpus Christi	TX	78401
San Francisco	Sacramento	Modoc County Sheriff's Office	102 S. Court Street		Alturas	CA	96101

Date(s)	Time(s)	
3rd Wednesday	12:00pm	5:00pm
3rd Thursday	8:00am	4:00pm
3rd Friday	8:00am	12:00pm
2nd Thursday	9:00am	3:00pm
1st Wednesday and Thursday	10:00am	4:00pm
1st Wednesday	12:00pm	4:00pm
1st Thursday	9:00am	4:00pm
1st Tuesday	12:00pm	4:00pm
2nd Tuesday	1:00pm	4:00pm
2nd Thursday	9:00am	3:00pm
3rd Thursday	9:00am	3:00pm
1st Tuesday	12:00pm	4:00pm
3rd Tuesday	12:00pm	4:00pm
3rd Wednesday	9:00am	1:00pm
3rd Tuesday	1:00pm	5:00pm
1st Wednesday	9:00am	1:30pm
1st Thursday	1:00pm	4:00pm
3rd Thursday	10:00am	4:00pm
4th Thursday	11:00am	7:00pm
4th Thursday	10:00am	4:00pm
1st Tuesday	11:00am	5:00pm
1st Monday (except holidays)	10:00am	4:00pm
3rd Monday (except holidays)	9:00am	1:00pm
2nd Tuesday	11:00am	5:00pm
4th Thursday	10:00am	3:00pm
2nd Thursday	1:00pm	5:00pm
2nd Friday	8:00am	11:00am
3rd Thursday	12:00pm	5:00pm
1st Thursday	12:00pm	5:00pm
2nd Tuesday	12:00pm	5:00pm
2nd Wednesday	9:00am	2:00pm
3rd Tuesday	9:00am	5:00pm
3rd Wednesday	8:00am	12:00pm

District	Mobile Route Origin Site	Mobile Route Destination Site	Address	City	ST	Zip Code
Seattle	Spokane	Grangeville PD, City Hall	225 West North St.	Grangeville	ID	83530
Anchorage	Anchorage	US Post Office Building, Room 105	[illegible]	[illegible]	[illegible]	[illegible]
	Spokane	Okanogan Grange	305 Tyee	Okanogan	WA	98840
	Seattle	Federal Building, Rm 201	104 Magnolia St.	Bellingham	WA	98227
	Seattle	Federal Building, Rm 201	104 Magnolia St.	Bellingham	WA	98227
	Seattle	U.S. INS Port of Entry, Point Roberts	50 Tyee Drive	Point Roberts	WA	98281
St. Paul	St. Paul	Brainerd Public Library	416 South 5th St.	Brainerd	MN	56401
	St. Paul	Bi-County Cap Office	2715 West 15th St., Conference Rm.	Bemidji	MN	56601
	St. Paul	Douglas Co. Social Service	809 Elm St., Door 809-Rm#2	Alexandria	MN	56308
	St. Paul	Health & Human Svs. Bldg.	1900 Hwy. 294 NE, Room 2065	Willmar	MN	56201
	Sioux Falls	Brown County Auditor	25 Market St.	Aberdeen	SD	57401
	Sioux Falls	Community Action & Development Cent	202 East Villard	Dickinson	ND	58601
	Sioux Falls	Help Center	309 3rd Street	Devil's Lake	ND	58301
	Sioux Falls	Walsh County Courthouse	600 Cooper Ave.	Grafton	ND	58237
Baltimore		As Needed				
Boston		As Needed				
Buffalo		As Needed				
Cleveland		As Needed				
Harlingen		As Needed				
Houston		As Needed				
Los Angeles		As Needed				
New York		As Needed				
Newark		As Needed				
San Diego		As Needed				
San Juan		As Needed				
Washington, DC		As Needed				

A: Mobile Routes - the latest version
Revised 6/30/98

Date(s)	Time(s)	
3rd Tuesday	1:00pm	8:00pm
1st Tuesday	1:00pm	8:00pm
First full week, 1st and 3rd Tuesday	11:00am	4:00pm
First full week, 1st and 3rd Wednesday	8:00am	4:00pm
First full week, 1st and 3rd Thursday	9:00am	2:00pm
6/18/98, 9/17/98, 12/17/98	10:00am	4:00pm
6/17/98, 9/16/98, 12/16/98	10:00am	4:00pm
6/3/98, 9/2/98, 12/2/98	10:00am	4:00pm
6/4/98, 9/3/98, 12/3/98	10:00am	4:00pm
6/10/98, 9/9/98, 12/9/98	8:00am	2:00pm
6/3/98, 9/2/98, 12/2/98	10:00am	4:00pm
6/17/98, 9/16/98, 12/16/98	10:00am	4:00pm
6/18/98, 9/17/98, 12/17/98	10:00am	4:00pm

ATTACHMENT 5 – MOBILE ROUTES CONTRACTOR PROVIDED EQUIPMENT

Attachment 5: Mobile Routes Contractor-Provided Equipment

For each Mobile Route, the Contractor shall provide the following equipment:

Item	Quantity
Carrying Case	1
Pre-inked Porelon Roller	1
Basic Postmortem Kit	1
Ink Slab Combination Kit	2
Magnifier	1
Printover Tab (1000 each)	1
Ridge Builder	1
Ink Cleaner Towelettes (100 each)	1
Accessory Case	1
Cornhusker Lotion	1

ATTACHMENT 6 – DEPARTMENT OF LABOR WAGE DETERMINATIONS

ATTACHMENT 9
OPERATIONAL ASC AND COLOs
LOCATIONS/STREET ADDRESSES

Operational ASC's and COLO's

Site Name	Address	Site Type	Room	City	State	Zip Code
Ellis Island						
Albany	445 Broadway	COLO	Ste. 227	Albany	NY	12207-
Bronx	2378 Grand Concourse	ASC		Bronx	NY	10458-
Brooklyn	227 Livingston Street	ASC		Brooklyn	NY	11201-5835
Buffalo	130 Delaware Avenue	COLO		Buffalo	NY	14202-
Hackensack	127 Main Street	ASC		Hackensack	NJ	07601-7103
Hempstead	100 Main St.	ASC	Ste. B	Hempstead	NY	11550-2418
Jackson Hghts	83-05 Roosevelt Avenue	ASC		Woodside	NY	11377-
Jamaica	162-24 Jamaica Ave.	ASC		Jamaica	NY	11432-
Manhattan	201 Varick Street, Federal Bldg.	ASC	Ste. 1023	New York	NY	10014-
New Rochelle	240 North Avenue	Temp-ASC	Ste. 206	New Rochelle	NY	10801-
Newark	24 Commerce Street	ASC	Ste. 100	Newark	NJ	07102-
Syracuse	412 S. Warren St.	COLO		Syracuse	NY	13202-
NE/Mid Atlantic						
Baltimore	100 South Charles St., Equitable Center One	COLO	12 th Floor	Baltimore	MD	21201-
Boston	170 Portland Street	Temp-ASC		Boston	MA	02114-
Charleston, WV	912 Virginia Street	COLO		Charleston	WV	25301-
Cincinnati	550 Main Street	COLO	Ste. 8017	Cincinnati	OH	45202-
Cleveland	402 Superior Avenue	ASC		Cleveland	OH	44114-
Columbus	Leveque Towers, 50 West Broad St.	COLO	Ste. 306	Columbus	OH	43215-
Dover	1305 McD Drive	COLO		Dover	DE	19901-
Glenmont	12331 Georgia Avenue, Glenmont Plaza	ASC	Suite C	Wheaton	MD	20906-
Hartford	249 Pearl St.	ASC		Hartford	CT	06103-
Huntington	5834-D North Kings Highway	ASC		Alexandria	VA	22303-2021
Manchester	803 Canal Street	COLO		Manchester	NH	03101-
Norfolk	5280 Henneman Dr.	COLO		Norfolk	VA	23513-
Philadelphia	801 Arch Street	ASC	Ste. 106	Philadelphia	PA	19107-
Pittsburgh	800 Penn Ave.	ASC	Ste. 101	Pittsburgh	PA	15222-
Portland, ME	176 Gannett Drive	COLO		South Portland	ME	04106-6909
Providence	333 Westminister St.	ASC		Providence	RI	02903-
Salisbury	119 W. Naylor Mill Rd.	COLO	Ste. 11	Salisbury	MD	21801-
St. Albans	Federal Building, 50 South Main St., P.O. Box 328	COLO		St. Albans	VT	05478-
North Central						
Boise	4620 Overland Rd.	COLO	Ste. 108	Boise	ID	83705-
Casper	150 East B Street	COLO	Ste. 1014	Casper	WY	82601-
Chicago-Broadway	4853 N. Broadway	ASC		Chicago	IL	60640-3603
Chicago-Norridge	4137 North Harlem Avenue	ASC		Norridge	IL	60634-
Chicago-Pulaski	5160 South Pulaski Ave.	ASC	Ste. 101	Chicago	IL	60632-
Denver	15037 East Colfax Ave.	ASC	UNIT G	Aurora	CO	80011-5735

Wednesday, February 24, 1999

Site Name	Address	Site Type	Room	City	State	Zip Code
Des Moines	210 Walnut Street	COLO	Ste. 369	Des Moines	IA	50309-
Detroit	211 W. Fort Street	Temp-ASC	Ste. 1400	Detroit	MI	48226-
Duluth	515 W. First St.	COLO	Ste. 206	Duluth	MN	55802-
Fargo	657 2nd Avenue North	COLO	Ste. 104	Fargo	ND	58102-
Grand Junction	400 Rood Avenue	COLO	Ste. 230	Grand Junction	CO	81501-
Hammond	7852 Interstate Plaza Drive	ASC		Hammond	IN	46324-
Helena	2800 Skyway Drive	COLO		Helena	MT	59602-1230
Idaho Falls	1820 E. 17th Street	COLO	Ste. 190	Idaho Falls	ID	83404-
Indianapolis	950 N. Meridian Street	COLO		Indianapolis	IN	46204-
Kansas City	9747 N. Conant Avenue	COLO		Kansas City	MO	64153-
Milwaukee	517 East Wisconsin Ave.	COLO	Ste. 188	Milwaukee	WI	53202-
Naperville	888 South Route 59	ASC	Ste. 124	Naperville	IL	60540-
Oklahoma City	4149 Highline Blvd.	COLO	Ste. 300	Oklahoma City	OK	73108-
Omaha	3736 S. 132nd Street	COLO		Omaha	NE	68144-
Rapid City	1675 Samco Road	COLO		Rapid City	SD	57702-
Salt Lake City	5536 South. 1900 West St.	ASC	Ste. C	Taylorsville	UT	84118-
Sioux Falls	300 East 8th Street	COLO		Sioux Falls	SD	57104-
St. Louis	1222 Spruce Street	COLO	Ste. 1.100	St. Louis	MO	63103-2815
St. Paul	1360 University Ave.	ASC	Ste. 103	St. Paul	MN	55104-
Waukeegan	25 S. Greenbay Road,	ASC		Waukegan	IL	60085-
Wichita	271 West 3rd Street North	COLO	Ste. 1050	Wichita	KS	67202-
North West						
Agana	238 Archbishop Flores Street	COLO	Ste. 801	Agana	GU	96910-
Anchorage	620 E. 10th Avenue	COLO	Ste. 102	Anchorage	AK	99501-
Bakersfield	4701 Planz Road	ASC	Ste. 12, 13, 14	Bakersfield	CA	93309-6300
Fresno	4693 E. Kings Canyon	ASC		Fresno	CA	93727-
Honolulu	595 Ala Moana Blvd.	COLO		Honolulu	HI	96813-
Modesto	901 N. Carpenter Rd.	ASC	Ste. 14	Modesto	CA	95351-1191
Portland, OR	103 SW Fourth Avenue	ASC		Portland	OR	97204-
Richland	825 Jadwin Ave., P.O. Box #200	COLO	Room 165	Richland	WA	99352-0200
Sacramento	3401 Folsom Blvd.	ASC	Ste. B	Sacramento	CA	95816-
Salinas	1954 North Main Street	ASC		Salinas	CA	93906-2305
San Francisco	630 Sansome Street, Federal Office Bldg.	Temp-GSA	Ste. 724	San Francisco	CA	94111-
San Jose	740 W. Story Road, Spaces 4 thru 7	ASC		San Jose	CA	95122-
Santa Rosa	1401 Guerneville Road	ASC	Ste. 100	Santa Rosa	CA	95403-
Seattle	909 -1st Avenue	Temp-GSA	Ste. 750	Seattle	WA	98104-
Spokane	920 West Riverside	COLO	Ste. 691	Spokane	WA	99201-
Yakima	417 E. Chestnut	COLO		Yakima	WA	98901-
South Central						
Albuquerque	517 Gold Ave. S.W.	COLO	Ste. 1039	Albuquerque	NM	87102-
Brownsville	943 N Expressway 77	ASC	Ste. 23	Brownsville	TX	78520-

Site Name	Address	Site Type	Room	City	State	Zip Code	[illegible]
Dallas	3701 W Northwest Hwy	ASC	Ste. 211	Dallas	TX	75220-	F
El Paso	10500 Montwood	ASC		El Paso	TX	79935-	E
Ft. Worth	4200 S. Freeway	ASC	Ste. P-14	Ft. Worth	TX	76115-	(
Houston-Downtown	Corum Plaza Shopping Center, 8505 Gulf Freeway	ASC	Ste. D	Houston	TX	77017-5038	S
Houston-Southwest	Fondren Road Plaza, 7086 Bissonet St.	ASC		Houston	TX	77074-6010	/
Laredo	Farm to Market Road 1472	COLO		Laredo	TX	78045-	I
Las Vegas	6175 South Pecos Road	ASC		Las Vegas	NV	89120-	I
Lubbock	3502 Slide Road	ASC	Ste. A-24	Lubbock	TX	79414-	
McAllen	220 South Bicentennial	ASC	Ste. C	McAllen	TX	78501-	
Odessa	1655 West County Road	ASC		Odessa	TX	79763-	
Phoenix	2545 East Thomas Road	ASC		Phoenix	AZ	85016-7963	
Reno	1351 Corporate Blvd.	COLO		Reno	NV	89502-	
San Antonio	5121 Crestway	ASC	Ste. 112	San Antonio	TX	78239-	
Tucson	1835 South Alvernon	ASC	Ste. 216	Tuscon	AZ	85711-	
Yuma	International Border, HWY 95 Mile Marker 0	COLO		San Luis	AZ	85349-	
South East							
Atlanta	3523 Buford Hwy	Temp-ASC	Ste. 202	Atlanta	GA	30321-1201	
Birmingham	5900 Airport Highway	COLO	Ste. A-17	Birmingham	AL	35212-	
Charleston, SC	170 Meeting Street, 5th Floor	COLO		Charleston	SC	29403-	
Charlotte	210 E. Woodlawn Rd. 6 Woodlawn Green	ASC	Suite 203	Charlotte	NC	28217-	
Ft. Lauderdale	11690 State Road 84	ASC		Davie	FL	33324-	
Ft. Smith	4991 Old Greenwood Road, Business Park Bldg. D	COLO		Ft. Smith	AR	72903-	
Jackson, MS	McCoy Federal Building, 100 W. Capitol Street	COLO		Jackson	MS	39269-	
Jacksonville	400 West Bay Street	COLO	Ste. G-16	Jacksonville	FL	32202-4410	
Louisville	601 W. Broadway	COLO	Ste. 601	Louisville	KY	40202-	
Memphis	1341 Sycamore View	COLO	Ste. 100	Memphis	TN	38134-	
Miami-Biscayne	6445 North East 7 th Ave	ASC		Miami	FL	33138-	
Miami-Hialeah	Westland Promenade,3700 W. 18th Ave	ASC	Ste. 110	Hialeah	FL	33012-7069	
Miami-Sweetwater	11865 Southwest 26th Street, Las Americas V Central Plaza	ASC	Space J-6	Miami	FL	33175-	
Nashville	C/O US INS, Nashville Airport, 1 Terminal Drive	COLO	Ste. 949	Nashville	TN	37214-	
New Orleans	701 Loyola Ave, 8th Floor	COLO	Ste. T-8011	New Orleans	LA	70113-	
Orlando	Hoffman Commerce Ctr, 5449 S. Semoran Blvd.	ASC	Ste. 18C	Orlando	FL	32822-1722	
San Juan	458 Canals Street	ASC		Hato Rey	PR	00918-	
St. Croix	Federal Bldg, Sunny Iles Shopping Center, P.O. Box 1468	COLO		St. Croix	VI	00851-	
St. Thomas	Nisky Center, Suite 1A, 1st Floor	COLO	Ste. 1A	South St. Thomas	VI	00802-	
Tampa	9225 Bay Plaza Blvd.	ASC	Ste. 401	Tampa	FL	33619-	
West Palm Beach	2501 Bristol Drive	ASC	Ste. 15B	West Palm Beach	FL	33409-	
South West							
Bellflower	17610 Bellflower Boulevard	ASC	Ste. A 110	Bellflower	CA	90706-6712	
Buena Park	8381 La Palma Avenue	ASC	Ste. A	Buena Park	CA	90620-	
Calexico	U.S. INS POE, 200 E. First Street, P.O. Box 1780	COLO		Calexico	CA	92231-	

Site Name	Address	Site Type	Room	City	State	Zip Code	L
El Monte	9251 Garvey Ave., 2nd Floor	ASC	Ste. Q	South El Monte	CA	91733-	F
Fairfax	5949 West Pico Blvd.	ASC		Los Angeles	CA	90035-	V
Goleta	6831- B Hollister Avenue	ASC	Suite B	Goleta	CA	93117-3015	F
Long Beach	501 W. Ocean Blvd. 7th Floor	Temp-GSA	Ste. 7170	Long Beach	CA	90802-	L
Los Angeles	360 E. Second St.	Temp-GSA	4th Floor	Los Angeles	CA	90012-	M
Oxnard	250 Citrus Grove Lane	ASC	Ste. 100	Oxnard	CA	93030-9030	V
Pomona	435 W. Mission Blvd.	ASC	Suite 110	Pomona	CA	91766-1601	M
Riverside	10062 Magnolia Ave.	ASC		Riverside	CA	92503-3530	V
San Diego	2509 El Cajon Blvd.	ASC		San Diego	CA	92104-1117	F
San Marcos	727 W. San Marcos Blvd.	ASC	Ste. 101	San Marcos	CA	92069-4244	E
Santa Ana	1666 N. Main St.	ASC	Ste. 100-A	Santa Ana	CA	92701-	.
Van Nuys	14515 Hamlin St., 2nd Floor	ASC	Ste. 200	Van Nuys	CA	91411-1606	.
Wilshire	888 Wilshire Blvd	ASC		Los Angeles	CA	90017-2602	I

Total Number of Operational Sites 127

97