

**STATEMENT OF WORK
U.S. DEPARTMENT OF HOMELAND SECURITY
U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT
OFFICE OF TRAINING AND DEVELOPMENT**

LEADERSHIP DEVELOPMENT (GETTYSBURG) STAFF RIDE PROGRAM

Last Revision: November 18, 2020

1.0 BACKGROUND

U.S. Immigration and Customs Enforcement (ICE) is the principal investigative arm of the U.S. Department of Homeland Security (DHS) and the second largest law enforcement investigative agency in the federal government. Created in 2003 through a merger of the investigative and interior enforcement elements of the U.S. Customs Service and the Immigration and Naturalization Service, ICE now has more than 21,000 employees in offices in all 50 states and 47 foreign countries. Since 2007, formerly the ICE Office of Training and Development (OTD) and now the ICE Office of Leadership and Career Development (OLCD) has been responsible for centralized coordination and oversight of leadership and career development ICE training.

2.0 SCOPE

The Contractor shall provide all personnel, equipment, supplies, lodging facilities and meals for participants, transportation (to/from hotel to battlefield site), tools, materials, supervision, and other items and non-personal services necessary to deliver a formal historic battlefield (Gettysburg) staff ride program focused on supervisory, management and leadership development, strategic thinking, change management, and ethics managerial and leadership training. The contractor shall also provide consultation and facilitation when requested for other outside career and development meetings and topics that OLCD leadership finds beneficial to the mission of ICE. OLCD may request the contractor provide subject matter experts (SMEs) for various topics related, to but not limited to communication, creativity, motivation, team building, stress management, organization culture, virtual delivery options, and strategic alignment. This consultation and facilitation deliverable is secondary to the scope of the contract; however, the government anticipates that this service will be requested no more than three times per ordering period.

The place of performance will be Gettysburg, Pennsylvania in order to provide an ICE specific program that will enhance leadership and management attributes for ICE's first-line supervisors. In addition, the contractor may be required to participate in virtual or in-person meetings with OLCD leadership and the OLCD Program Manager that will take place at the ICE headquarters located at 500 12th Street SW, Washington, DC 20534. These meetings will be designed to provide both the vendor and OLCD with feedback as it relates to the overall program.

3.0 OBJECTIVES

The contractor shall provide 4-hour virtual sessions, three (3) day sessions, one (1) day sessions to conduct formal training and education programs for historic battlefield (Gettysburg) staff ride programs for a minimum of 20 and a maximum of 30 ICE employees per session. Historically ICE averages 25 participants per session.

4.0 TASKS

LEADERSHIP ENHANCEMENT PROGRAMS

4.1 This task consists of the functional activities relating to the administration and management of this effort. The Contractor shall provide program management for all Contractor tasks, personnel resources and costs and ensure all deliverables meet schedule and budget constraints under this SOW. The Contractor shall designate a principal point of contact for all issues. The Contractor shall provide support in the specific areas outlined below:

- a. The Contractor shall provide support by preparing documents such as required briefings, point papers and meeting minutes related to status of the performance of this program.
- b. The Contractor shall provide support in the specific areas outlined below in this SOW. The Contractor shall work with the Program Office, process owners/stakeholders, and other contractors to accomplish required tasks.
- c. OLCDC personnel will make all decisions regarding requirements or actions and the Contractor's representative will submit required evaluations and recommendations to the Program Manager for further action.

4.1.1 Task Area 4 Subtask 1: In-Process Reviews (IPRs)

The Contractor shall conduct up to two as requested by OLCDC during each PoP; participation may be in person or virtual. IPRs will be held either virtually or at the ICE headquarters located at 500 12th Street SW, Washington, DC 20534.

The Contractor is responsible for preparing the presentation materials and taking the minutes of the meeting. These minutes shall reflect a record of meeting purpose and objective(s), discussion activity, decisions /agreements made, date, location, taskings, organization responsible for task, attendees, and attendee contact information - email addresses and phone numbers.

The Contractor shall address program issues, but not be limited to the following topics: contract status, progress of tasks, program/task recommendations, schedule, performance, and risks to the program during the PoP. The IPR shall include a milestone chart graphically depicting the schedule of events to accomplish each contractual commitment. In addition, the Contractor shall identify concerns in the development of any tasks or documentation described within this SOW.

Deliverables: IPR Presentation Materials and IPR Minutes

4.2 The Contractor shall provide up to six three (3) day and up to eight one (1) day sessions per ordering period to introduce ICE first-line supervisors who previously completed Advance Supervisory Leadership Training (ASLT) to major events involved in various historic battles of the Civil War. The Contractor will relate key competencies in political savvy, influencing, negotiating, and strategic thinking lessons learned from those events to the challenges ICE first-line supervisors may deal with in today's environment and society view of the ICE mission. The Staff Rides are intended to assist in building and retaining a stellar management team while promoting the mission and success of ICE.

4.3 The Contractor shall provide group meals for all sessions. For the three (3) day sessions, the Contractor shall provide (3 breakfast, 3 lunches, and 2 dinners). For the one (1) day sessions, the Contractor will provide (1 breakfast and 1 lunch) in accordance with the GSA Federal Travel Regulations (FTR).

4.4 For all sessions the Contractor shall transport the participants as a group to the following locations: to and from the hotel, and the battlefield where leadership and strategic thinking lessons are discussed.

4.5 The Contractor shall identify and reserve a training location at the Gettysburg Wyndham located at 92 Presidential Circle Gettysburg, PA, 17325. This location provides all resources to include: lodging, meeting rooms, and on-site dining for up to thirty (30) participants. Historically ICE averages 25 participants per session.

4.6 The Contractor shall provide up to eight one (1) day sessions per ordering period to ICE program offices to meet continuous learning requirements of DHS and ICE. The one-day session objectives, which includes a variety of audiences (SES, Legal Counsel, Non-Law Enforcement, or Non-Supervisory employees), may range from leadership qualities to leadership development but will remain within the scope of the three-day sessions using a respective battle of the civil war as a reference point. Participants shall be able to identify and compare the competencies in political savvy, influencing, negotiating, and strategic thinking in the historical figures and explain the success or failure of each by defining the outcomes.

4.7 The Contractor will be required to meet with ICE-OLCD Leadership and Career Development Section prior to the start of each program, to discuss and review upcoming events, changes of agency priorities and updates to the course curriculum.

4.8 The Contractor shall be able to meet or provide comprehensive evaluations to ICE-OLCD Leadership and Career Development Section to survey ASLT employees who participated in prior programs to suggest improvement to future training programs and courses of study. In addition, the contractor will provide evaluations to participants at the close of each session and will provide the OLCD program manager with the results for assessment.

4.9 The Contractor shall provide strategic thinking staff ride sessions. Classroom instruction will be enhanced by visits to the battlefield over the course of the session.

4.10 Using a respective battle of the civil war as a reference point, participants shall be able to identify and compare the competencies in political savvy, influencing, negotiating, and strategic thinking in the historical figures and explain the success or failure of each by defining the outcomes. A Licensed Battlefield Guide shall present, while on the battlefield, historical outcomes and individual leadership traits which resulted in the success or failure of the strategic plan. In addition, questions should be posed to participants concerning how various decisions made and actions taken during a battle by the leaders could relate to ICE and the participants' leadership styles.

4.11 The Contractor shall provide a formal presentation focused on various historic figures and military leaders, and how they contributed to success or failure as a leader. Additionally, the Contractor will address comparisons between States' rights and slavery during the 1860's as related to today's immigration issues and the role/view of ICE to the public. The presentation and discussion shall range 1 hour up to a half of day and shall include a question and answer session for the participants.

4.12 The Contractor shall provide all classrooms, meeting rooms, other program-related accommodations, including all necessary presentation equipment such as A/V equipment, video projectors, and monitors.

4.13 The Contractor shall provide a dedicated program coordinator who will serve as the Point of Contact and Facilitator for all events, activities, and logistics to include scheduling.

4.14 The contractor may be required to provide a 4-hour staff ride program virtually to support additional leadership development instruments as it pertains to the Battle of Gettysburg and the Civil War. The *virtual/online learning* tasks should include reconfiguration of the agenda and program content to support online learning, align content to leadership development and best practices in a virtual environment, develop additional course materials, conduct an advance walkthrough and provide logistics support with the coordination of the OLCD Program Manager. The virtual learning sessions should be comprehensive with learning aides, historical slides, quotes, and major civil war figures. The contractor will need to be able to provide this virtual learning environment to all the ICE field office locations and headquarters.

4.15 All substitutes and/or replacements of personnel shall be approved by the OLCD Program Manager prior to a start of a program.

5.0 LEADERSHIP CONSULTATION AND FACILITATION

The Contractor shall be prepared to facilitate management and executive level meetings/focus groups. Contractor shall be prepared to conduct interviews; site visits; provide advice; allow and exchange views; organize meetings; provide agendas; lead discussions to enable groups to collaborate and work more effectively; operate as a neutral party advocating and encouraging full participation; promote mutual understanding and create an atmosphere for fair and open processes.

ICE anticipates periodic requirements for consultation and facilitation of services. To respond to these requirements the Contractor shall have the infrastructure, subject matter expertise and access to the resources from all units within the Contractor including, but not limited to curriculum development, law enforcement management, business, public health, medical, education, arts and sciences, international studies and research and development.

6.0 GOVERNMENT ROLES AND RESPONSIBILITIES

The Contracting Officer (CO) will be the administrative point of contact at ICE Office of Acquisition Management for all official correspondence and information concerning this contract. Final acceptability or unacceptability of all deliverables and tasks performed by the Contractor is the responsibility of the Contracting Officer. A Contracting Officer's Representative (COR) will be assigned to be the technical representative lead supporting the Program Manager (PM) and the Contracting Officer. Additional points of contact will be established at the task order level. The Program Manager will make performance, cost, and schedule decisions.

7.0 GENERAL STIPULATIONS

The Government reserves the right to postpone, reschedule or cancel training 30 calendar days before the start date of training for the convenience of the Government. All training and education programs must comply with Section 508 of the Rehabilitation Act for disabled/hearing impaired personnel.

8.0 PERIOD OF PERFORMANCE

The services of any resulting contract shall be provided through the following period of performance:

Performance Period	Performance Period Dates	Length of Period
Base Period	02/01/2021 – 01/31/2022	12 Months
Ordering Period 1	02/01/2022 – 01/31/2023	12 Months
Ordering Period 2	02/01/2023 – 01/31/2024	12 Months
Ordering Period 3	02/01/2024 – 01/31/2025	12 Months
Ordering Period 4	02/01/2025 – 01/31/2026	12 Months

9.0 APPLICABLE CONSIDERATION

The Contractor shall base all curriculum on the Office of Personnel Management (OPM) Senior Executive Core Qualifications (ECQ's). For an Overview, Overall Chart, and Fundamental Competencies please refer to OPM's webpage <https://www.opm.gov/policy-data-oversight/senior-executive-service/executive-core-qualifications/>

10.0 DELIVERABLES

Deliverables are commensurate with the services that shall be provided by the Contractor based on the requirements of this solicitation and are stated in general terms below. Deliverables will vary considerably based on the type of course and session, duration, location, and specific requirements that may be identified at the task order level.

Deliverable	SOW Paragraph	Frequency
Staff Ride Curriculum for Overview (Final)	4.1	Finalized within 60 calendar days of award.
In Progress Review (IPR)	4.1.1	IPR presentation materials delivered 48 hours prior to event. IPR meeting minutes delivered within 5 business days of event conclusion.
1-day Session Curriculum (Final)	4.6	Finalized within 45 calendar days of first requested program session.
3-day Session Curriculum (Final)	4.1 – 4.5	Finalized within 45 calendar days of first requested program session.
4-hour Virtual Session	4.15	Finalized within 45 calendar days of <i>requested virtual</i> program session.
Course Agenda and Lodging Instructions, and other logistics	4.5	15 calendar days prior to the start of each session. OLCD Program Manager will be responsible for disseminating to participants.
Course Materials	4.5	All course and pre-events materials that are to be disseminated to participants should be delivered to the OLCD Program Manager and COR within 30 calendar days prior to the program for review.
Curriculum Revisions/Recommendations	4.8	As Needed. Per evaluations feedback and OLCD onsite staff member feedback and observations.

Evaluations/ Follow Up Metrics.	4.8	Level 1 evaluations must be provided at the close of each program and results provided to the OLCD program Manager and COR within 10 calendar days after the program is completed.
Performance Documentation:	4.1 b	As requested. Briefings, point papers, and meeting minutes.

11.0 PERSONNEL REQUIREMENTS

KEY PERSONNEL

Key Personnel for this effort are as follows: Facilitator(s) and Project Manager.

Project Manager

Education Required: BS/BA Degree or higher from an accredited institution of higher learning.

Experience Required: A minimum of five (5) years of relevant experience, as described below. Each resume should emphasize any relevant experience with the below criteria

- Experience managing projects that provide training services to ICE, other federal agencies, the U.S. military or law enforcement.
- Experience managing projects that manage and coordinate training facilities, transportation, lodging, and meals for 20 or more people.

Battlefield Facilitators

Education Required: Preferred BS/BA or higher degree from an accredited institution of higher learning.

Experience Required: A minimum of five (5) years of relevant experience, as described below. Each resume should emphasize any relevant experience with the below criteria

- Experience leading tours at historic U.S. military parks, battlefields, or military installations
- Licensure by the National Park Service certifying status as a Licensed Battlefield Guide of Gettysburg.
- Experience conducting training and/or presentations for ICE, other federal agencies, the U.S. military or law enforcement.

Leadership Facilitators

Education Required: MS/MA or higher degree from an accredited institution of higher learning.

Experience Required: A minimum of five (5) years of relevant experience, as described below. Each resume should emphasize any relevant experience with the below criteria

- Experience conducting training and/or presentations for ICE, other federal agencies, the U.S. military or law enforcement.

All resumes, at a minimum, shall include the following items:

1. Name
2. Program position for which proposed with the percentage of their time proposed
3. Company Affiliation and Current Location
4. Current Title and Position (current employee or contingent hire)
5. Education: (Year, Degree, Institution, Subject Area)
6. Certifications or certificates obtained that are important/relevant to the position proposed
7. Technical and/or Management Work Experience (showing from/to dates, title/position during the time period, companies where they worked, and a short but specific description of their experience and responsibilities)

PERSONNEL SECURITY REQUIREMENTS

GENERAL

The United States Immigration and Customs Enforcement (ICE) has determined that performance of the tasks as described in Contract No. (Issued at time of award) requires that the Contractor, subcontractor(s), vendor(s), etc. (herein known as Contractor) have access to sensitive DHS information, and that the Contractor will adhere to the following.

PRELIMINARY DETERMINATION

ICE will 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. ICE may, as it deems appropriate, authorize and make a favorable expedited pre-employment determination based on preliminary security checks. The expedited pre-employment determination will allow the employees to commence work temporarily prior to the completion of the full investigation. The granting of a favorable pre-employment determination shall not be considered as assurance that a favorable full employment determination will follow as a result thereof. The granting of a favorable pre-employment determination or a full employment determination shall in no way prevent, preclude, or bar the withdrawal or termination of any such access by ICE, at any time during the term of the contract. No employee of the Contractor shall be allowed to enter on duty and/or access sensitive information or systems without a favorable preliminary fitness determination or final fitness determination by the Office of Professional Responsibility, Personnel Security Unit (OPR-PSU). No employee of the Contractor shall be allowed unescorted access to a Government facility without a favorable pre-employment determination or full employment determination by the OPR-PSU. Contract employees are processed under the ICE Management Directive 6-8.0. The contractor shall comply with the pre-screening requirements specified in the DHS Special Security Requirement – Contractor Pre-Screening paragraph located in this contract, if HSAR clauses 3052.204-70, Security Requirements for Unclassified Information

Technology (IT) Resources; and/or 3052.204-71, Contractor Employee Access are included in the Clause section of this contract.

BACKGROUND INVESTIGATIONS

Contract employees (to include applicants, temporaries, part-time and replacement employees) under the contract, needing access to sensitive information, shall undergo a position sensitivity analysis based on the duties everyone will perform on the contract. The results of the position sensitivity analysis shall identify the appropriate background investigation to be conducted. Background investigations will be processed through the Personnel Security Unit. Prospective Contractor employees, whether a replacement, addition, subcontractor employee, or vendor employee, shall submit the following security vetting documentation to OPR-PSU, in coordination with the Contracting Officer Representative (COR), within 10 days of notification by OPR-PSU of nomination by the COR and initiation of an Electronic Questionnaire for Investigation Processing (e-QIP) in the Office of Personnel Management (OPM) automated on-line system.

1. Standard Form 85P (Standard Form 85PS (With supplement to 85P required for armed positions)), "Questionnaire for Public Trust Positions" Form completed on-line and archived by applicant in their OPM e-QIP account.
2. Signature Release Forms (Three total) generated by OPM e-QIP upon completion of Questionnaire (e-signature recommended/acceptable – instructions provided to applicant by OPR-PSU). Completed on-line and archived by applicant in their OPM e-QIP account.
3. Two (2) SF 87 (Rev. March 2013) Fingerprint Cards. (Two Original Cards sent via COR to OPR-PSU)
4. Foreign National Relatives or Associates Statement. (This document sent as an attachment in an e-mail to applicant from OPR-PSU – must be signed and archived into applicant's OPM e-QIP account prior to electronic "Release" of data via on-line account)
5. DHS 11000-9, "Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act" (This document sent as an attachment in an e-mail to applicant from OPR-PSU – must be signed and archived into applicant's OPM e-QIP account prior to electronic "Release" of data via on-line account)
6. Optional Form 306 Declaration for Federal Employment (This document sent as an attachment in an e-mail to applicant from OPR-PSU – must be signed and archived into applicant's OPM e-QIP account prior to electronic "Release" of data via on-line account)

7. Two additional documents may be applicable if applicant was born abroad and/or if work is in a Detention Environment. If applicable, additional form(s) and instructions will be provided to applicant.

Prospective Contractor employees who currently have an adequate, current investigation and security clearance issued by the Department of Defense Central Adjudications Facility (DoD CAF) or by another Federal Agency may not be required to submit a complete security packet. Information on record will be reviewed and considered for use under Contractor Fitness Reciprocity if applicable.

An adequate and current investigation is one where the investigation is not more than five years old, meets the contract risk level requirement, and applicant has not had a break in service of more than two years.

Required information for submission of security packet will be provided by OPR-PSU at the time of award of the contract. Only complete packages will be accepted by the OPR-PSU as notified via the COR.

To ensure adequate background investigative coverage, contract support applicants must reside in the United States or its Territories. Additionally, applicants are required to have resided within the United States or its Territories for three or more years out of the last five (ICE retains the right to deem an applicant ineligible due to insufficient background coverage). This timeline is assessed based on the signature date of the standard form questionnaire submitted for the applied position. Applicants falling under the following situations may be exempt from the residency requirement: 1) work or worked for the U.S. Government in foreign countries in federal civilian or military capacities; 2) were or are dependents accompanying a federal civilian or a military employee serving in foreign countries so long as they were or are authorized by the U.S. Government to accompany their federal civilian or military sponsor in the foreign location; 3) worked as a contractor employee, volunteer, consultant or intern on behalf of the federal government overseas, where stateside coverage can be obtained to complete the background investigation; 4) studied abroad at a U.S. affiliated college or university; or 5) have a current and adequate background investigation (commensurate with the position risk/sensitivity levels) completed for a federal or contractor employee position, barring any break in federal employment or federal sponsorship.

The use of Non-U.S. citizens, including Lawful Permanent Residents (LPRs), is not permitted in the performance of this contract for any position that involves access to DHS /ICE IT systems and the information contained therein, to include, the development and / or maintenance of DHS/ICE IT systems; or access to information contained in and / or derived from any DHS/ICE IT system.

TRANSFERS FROM OTHER DHS CONTRACTS:

Personnel may transfer from other DHS Contracts provided they have an adequate and current investigation (see above). If the prospective employee does not have an adequate and current investigation a DHS 11000-25 with ICE supplemental page will be submitted to PSU to initiate a new investigation.

Transfers will be accomplished by submitting a DHS 11000-25 with ICE supplemental page indicating "Contract Change."

CONTINUED ELIGIBILITY

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

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

The OPR-PSU will conduct reinvestigations every 5 years, or when derogatory information is received, to evaluate continued eligibility.

ICE reserves the right and prerogative to deny and/or restrict the facility and information access of any Contractor employee whose actions are in conflict with the standards of conduct, 5 CFR 2635, or whom ICE determines to present a risk of compromising sensitive Government information to which he or she would have access under this contract.

REQUIRED REPORTING:

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

The Contractor will report any adverse information coming to their attention concerning contract employees under the contract to the OPR-PSU, via the COR, as soon as possible. Reports based on rumor or innuendo should not be made. The subsequent termination of employment of an employee does not obviate the requirement to submit this report. The report shall include the employees' name and social security number, along with the adverse information being reported.

The Contractor will provide, via the COR, a Quarterly Report containing the names of personnel who are active, pending hire, have departed within the quarter or have had a legal name change (Submitted with documentation). The list shall include the Name, Position and SSN (Last Four) and should be derived from system(s) used for contractor payroll/voucher processing to ensure accuracy.

CORs will submit reports to psu-industrial-security@ice.dhs.gov

Contractors, who are involved with management and/or use of information/ data deemed “sensitive” to include ‘law enforcement sensitive” are required to complete the DHS Form 11000-6-Sensitive but Unclassified Information NDA for contractor access to sensitive information. The NDA will be administered by the COR to the all contract personnel within 10 calendar days of the entry on duty date. The completed form shall remain on file with the COR for purpose of administration and inspection.

Sensitive information is information not otherwise categorized by statute or regulation that if disclosed could have an adverse impact on the welfare or privacy of individuals or on the welfare or conduct of Federal programs or other programs or operations essential to the national interest. Examples of sensitive information include personal data such as Social Security numbers; trade secrets; system vulnerability information; pre-solicitation procurement documents, such as statements of work; and information pertaining to law enforcement investigative methods; similarly, detailed reports related to computer security deficiencies in internal controls are also sensitive information because of the potential damage that could be caused by the misuse of this information. All sensitive information must be protected from loss, misuse, modification, and unauthorized access in accordance with DHS Management Directive 11042.1 - DHS Policy for Sensitive Information and ICE Policy 4003, Safeguarding Law Enforcement Sensitive Information.”

Any unauthorized disclosure of information should be reported to ICE.ADSEC@ICE.dhs.gov.

EMPLOYMENT ELIGIBILITY

The contractor will agree that each employee working on this contract will successfully pass the DHS Employment Eligibility Verification (E-Verify) program operated by USCIS to establish work authorization.

The E-Verify system, formerly known as the Basic Pilot/Employment Eligibility Verification Program, is an Internet-based system operated by DHS USCIS, in partnership with the Social Security Administration (SSA) that allows participating employers to electronically verify the employment eligibility of their newly hired employees. E-Verify represents the best means currently available for employers to verify the work authorization of their employees.

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

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

SECURITY MANAGEMENT

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

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

The following computer security requirements apply to both Department of Homeland Security (DHS) U.S. Immigration and Customs Enforcement (ICE) operations and to the former Immigration and Naturalization Service operations (FINS). These entities are hereafter referred to as the Department.

INFORMATION TECHNOLOGY

When sensitive government information is processed on Department telecommunications and automated information systems, the Contractor agrees to provide for the administrative control of sensitive data being processed and to adhere to the procedures governing such data as outlined in *DHS IT Security Program Publication DHS MD 4300.Pub. or its replacement*. Contractor personnel must have favorably adjudicated background investigations commensurate with the defined sensitivity level.

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

INFORMATION TECHNOLOGY SECURITY TRAINING AND OVERSIGHT

In accordance with Chief Information Office requirements and provisions, all contractor employees accessing Department IT systems or processing DHS sensitive data via an IT system will require an ICE issued/provisioned Personal Identity Verification (PIV) card. Additionally, Information Assurance Awareness Training (IAAT) will be required upon initial access and annually thereafter. IAAT training will be provided by the appropriate component agency of DHS.

Contractors, who are involved with management, use, or operation of any IT systems that handle sensitive information within or under the supervision of the Department, shall receive periodic training at least annually in security awareness and accepted security practices, systems rules of behavior, to include Unauthorized Disclosure Training, available on PALMS or by contacting [REDACTED] Department contractors, with significant security responsibilities,

shall receive specialized training specific to their security responsibilities annually. The level of training shall be commensurate with the individual's duties and responsibilities and is intended to promote a consistent understanding of the principles and concepts of telecommunications and IT systems security.

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

12.0 GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, INFORMATION AND OTHER RESOURCES

The Government will furnish property, equipment, information and other resources based on specific project requirements. Each Task Order awarded for services will specify the deliverable(s) via the Requirements Documents (i.e. Statement of Objectives (SOO), Statement of Work (SOW), or Performance Work Statement (PWS)/Quality Assurance Surveillance Plan (QASP)) provided to the Contractor for performance.