IAW with the Terms and Conditions of the BPA and FAR 52.217-8 Option to Extend Services, the Period of Performance is hereby extended at no additional cost to the Government, through December 31, 2008.

The total amount of funds obligated remains unchanged at $366,823.00

Discount Terms:
Net 30

Continued...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remain unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)
16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

Darlene Bullock

(Signature of person authorized to sign)

15B. CONTRACTOR/OFFEROR
16B. UNITED STATES OF AMERICA

(Signature of Contractor)
**NAME OF OFFEROR OR CONTRACTOR**

**MANAGEMENT CONCEPTS INC**

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

**FOB: Destination**

**Period of Performance:** 09/29/2007 to 12/31/2008

Change Item 0001 to read as follows (amount shown is the obligated amount):

The contractor shall provide firm fixed price development and delivery services for the DHS Price and Cost Documentation On-Line Training course in accordance with the attached Performance Work Statement (PWS).

**Accounting Info:**
- None-000-MA-20-01-00-000-02-06-0000-00-00-00-00-GE-0E-25-14-FY2007
  Funded: $0.00
- None-000-MA-20-01-00-000-02-06-0000-00-00-00-00-GE-TR-25-45-FY2007
  Funded: $0.00
- None-008-MA-20-01-00-000-02-06-0800-02-00-00-00-GE-TR-25-45-FY2008
  Funded: $0.00

**Procurement Contact:** Tarasia Remhof, Contract Specialist, 202-447-5484
**ORDER FOR SUPPLIES OR SERVICES**

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

1. **DATE OF ORDER:** 09/29/2007
2. **CONTRACT NO. (If any):** HSHQDC-07-A-00025
3. **ORDER NO.:** HSHQDC-07-F-00078
4. **REQUISITION/REFERENCE NO.:** RUPC-07-00080
5. **ISSUING OFFICE (Address correspondence to):**
   - U.S. Dept. of Homeland Security
   - Office of Procurement Operations
   - Dept. Operations Acquisition Div.
   - Attn: T. Remhof
   - 245 Murray Lane, SW; Building 410
   - Washington, DC 20520
6. **SHIP TO:**
   - a. NAME OF CONSIGNEE: Department of Homeland Security
   - b. STREET ADDRESS: 245 Murray Lane SW; Bldg. 410
   - c. CITY: Washington
   - d. STATE: DC
   - e. ZIP CODE: 20528
7. **TO:**
   - a. NAME OF CONTRACTOR: MANAGEMENT CONCEPTS INC
   - b. COMPANY NAME: MANAGEMENT CONCEPTS INC
   - c. STREET ADDRESS: 8230 LEESBURG PIKE
   - d. CITY: VIENNA
   - e. STATE: VA
   - f. ZIP CODE: 221822641
8. **TYPE OF ORDER**
   - a. PURCHASE
   - b. DELIVERY

   Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

9. **ACCOUNTING AND APPROPRIATION DATA**
   See Schedule

10. **REQUISITIONING OFFICE:**
    - U.S. Dept. of Homeland Security

11. **BUSINESS CLASSIFICATION**
    (Check appropriate box(es))
    - a. SMALL
    - b. OTHER THAN SMALL
    - c. DISADVANTAGED
    - d. WOMEN-OWNED
    - e. HubZone
    - f. EMERGING SMALL BUSINESS
    - g. SERVICE-DISABLED VETERAN-OWNED

12. **F.O.B. POINT**
    - Destination

13. **PLACE OF DESTINATION**
    - a. INSPECTION
    - b. ACCEPTANCE

14. **GOVERNMENT B/L NO.:**

15. **DELIVER TO F.O.B. POINT ON OR BEFORE**
    - 09/28/2008
    - Net 30

16. **DISCOUNT TERMS**

17. **SCHEDULE (See reverse for Rejections)**

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>SUPPLIES OR SERVICES</th>
<th>QUANTITY ORDERED</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
<th>QUANTITY ACCEPTED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>GSA Contract #: GS-02F-0010J</td>
<td></td>
<td></td>
<td>$366,823.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tax ID Number: 811418X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>DUNS Number: 082355652+0000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Task Order 5 - Price and Cost Documentation On-Line Training Course, Continued ...</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

18. **SHIPPING POINT**

19. **GROSS SHIPPING WEIGHT**

20. **INVOICE NO.:**

21. **MAIL INVOICE TO:**
    - a. NAME: CFO/DOB - Room 3621
    - b. STREET ADDRESS: Attn: DOB Invoice Team
      - 245 Murray Lane, SW
      - Bldg. 410
      - DOB-Invoice@dhs.gov
    - c. CITY: Washington
    - d. STATE: DC
    - e. ZIP CODE: 20528

22. **UNITED STATES OF AMERICA**
    - BY (Signature): [Signature]

23. **NAME (Typed):** Darlene Bullock
    - TITLE: CONTRACTING/ORDERING OFFICER

**OPTIONAL FORM 347 (Rev. 3/2005i)**

Prescribed by GSA/AFAR 48 COP 03 2139a

AUTHORIZED FOR LOCAL REPRODUCTION

PREVIOUS EDITION NOT USABLE
**JER FOR SUPPLIES OR SERVICES**

**SCHEDULE - CONTINUATION**

**DATE OF ORDER:** 09/29/2007

**CONTRACT NO.:** HSHQDC-07-A-00025

**ORDER NO.:** HSHQDC-07-F-00078

---

**ITEM NO.**

<table>
<thead>
<tr>
<th>(A)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
</tr>
</tbody>
</table>

**SUPPLIES/SERVICES**

  - Office of Procurement Operations
  - Dept. Operations Acquisition Div.
  - Attn: T. Remhof
  - 245 Murray Lane, SW; Building 410
  - Washington DC 20528

**Period of Performance:** 09/29/2007 to 09/28/2008

**The contractor shall provide firm fixed price development and delivery services for the DHS Price and Cost Documentation On-Line Training course in accordance with the attached Performance Work Statement (PWS).**

**Accounting Info:**

- NONE000-000-MA-20-01-00-000-02-06-0000
  - 00-00-00-00-GE-OE-25-14-FY2007
  - Funded: $283,523.00

- NONE000-000-MA-20-01-00-000-02-06-0000
  - 00-00-00-00-GE-TR-25-45-FY2007
  - Funded: $83,300.00

**The total amount of award: $366,823.00. The obligation for this award is shown in box 17(i).**

---

**QUANTITY UNIT**

<table>
<thead>
<tr>
<th>ORDER NO.</th>
<th>0001</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIT ORDERED</td>
<td>366,823.00</td>
</tr>
<tr>
<td>UNIT PRICE</td>
<td></td>
</tr>
<tr>
<td>AMOUNT</td>
<td></td>
</tr>
<tr>
<td>QUANTITY ACCEPTED</td>
<td></td>
</tr>
</tbody>
</table>

---

**NSN 7540-01-152-8082**

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

---

**OPTIONAL FORM 348 (Rev. 8/95)**

Prepared by GSA

FAR (48 CFR) 53.213(c)
DEVELOPMENT AND DELIVERY OF
DHS ACQUISITION WORKFORCE TRAINING ASSETS

TASK ORDER 5
PERFORMANCE WORK STATEMENT

1.0 GENERAL

1.1 SCOPE
The purpose of this Firm Fixed Price task order is to develop one (1) web-based training course for DHS Office of the Chief Procurement Officer (OCPO). The course is entitled “How to Make Good Deals with Price and Cost Analysis and Document Them”.

1.2 BACKGROUND
As DHS acquisition requirements grows in complexity and increase in value. Part of a successful procurement involves having a solid understanding of the acquisition process and laws that govern these types of activities. The purpose of this “How to Make Good Deals with Price and Cost Analysis and Document Them” Distance Learning (DL) course is to provide our acquisition personnel with a job-tool that explains how to conduct cost and price analysis as well as how to properly document the results of a business negotiation or arrangement.

1.3 CONTRACTOR PERSONNEL
The Contractor shall provide a Task Manager who shall be responsible for all Contractor work performed under this Task Order.

1.4 KEY PERSONNEL
The Task Manager is designated as Key by the Government.

1.5 SECURITY
See BPA PWS.

1.6 PERIOD OF PERFORMANCE
The period of performance for this task order is one year from date of award. Delivery of all training products and completion of the pilot and beta testing the training course shall occur no later than nine (9) months after task order award.

1.7 PLACE OF PERFORMANCE
See BPA PWS.

1.8 TRAVEL
See BPA PWS.

1.9 KICK-OFF MEETING.
The Contractor shall attend a Kick-Off Meeting with the Contracting Officer and the COTR NLT thirty (30) business days after the date of award. The purpose of the Kick-Off
Meeting, which will be chaired by the Contracting Officer, is to discuss technical and contracting objectives of this task order and review the Contractor's project plan. The Kick-Off Meeting will be held at the Government’s facility.

1.10 PROJECT PLAN.

The Contractor shall provide a draft Project Plan at the Kick-Off Meeting for Government review and comment. The Contractor shall provide a final Project Plan to the COTR not later than three (3) business days after the Kick-Off Meeting.

1.11 PROGRESS REPORTS.

The Project Manager shall provide a weekly progress report to the Contracting Officer and COTR via electronic mail. This report shall include a summary of all Contractor work performed, including an assessment of technical progress, schedule status, any travel conducted and any Contractor concerns or recommendations for the reported period.

1.12 PROGRESS MEETINGS.

The Project Manager shall be responsible for keeping the COTR informed about Contractor progress throughout the performance period of this task order, and ensure Contractor activities are aligned with DHS objectives. At a minimum, the Project Manager shall review the status and results of Contractor performance with the COTR as needed by telephone.

1.13 GENERAL REPORT REQUIREMENTS.

See BPA PWS.

1.14 INTELLECTUAL PROPERTY.

See BPA PWS.

1.15 PROTECTION OF INFORMATION.

Contractor access to proprietary information may be required under this task order. Contractor employees shall safeguard this information against unauthorized disclosure or dissemination in accordance with the law and Government policy and regulation.

1.16 SECTION 508 COMPLIANCE.

See BPA PWS.

2.0 GOVERNMENT TERMS & DEFINITIONS.

2.1 BPA - Blanket Purchase Agreement
2.2 COTR - Contracting Officers Technical Representative
2.3 DHS - Department of Homeland Security
2.4 NLT - No Later Than
2.5 OCPO - Office of the Chief Procurement Officer
2.6 PWS - Performance Work Statement

3.0 GOVERNMENT FURNISHED RESOURCES.

The Government will provide copies of any resources in PWS 6.0 not available on line at the Kick-Off Meeting.
4.0 CONTRACTOR FURNISHED PROPERTY.

The Contractor shall furnish all facilities, materials, equipment and services necessary to fulfill the requirements of this task order, except for the Government Furnished Resources specified in 3.0 and 5.0 of this work statement.

5.0 REQUIREMENTS.

The contractor shall develop a course, "How to Make Good Deals with Price and Cost Analysis and Document Them". This course will be taught in an asynchronous matter, which is not dependent on time or location. It should be a self-study job-aid. Students are expected to be able to complete the course on their own with minimum instructor/mentor interaction. Cohort groups are not to be part of this design.

5.0.1 How to Make Good Deals with Price and Cost Analysis and Document Them

At a minimum, content of the "How to Make Good Deals with Price and Cost Analysis and Document Them" DL course shall cover:

- An introduction to Price and Cost Analysis.
- The various methods available for evaluating cost and price proposals and the circumstances under which each method should be used.
- The fundamental building blocks (including the need for a cost analysis) associated with determining price reasonableness for any procurement action.

At the end of this module, the learner shall be able to understand the tools and processes necessary to conduct and document a cost or price analysis. In addition the learner shall be able to discuss the differences between both methods and know how to apply them, to include determining acceptable profit based on performance risk factors, the facilities capital employed, and cost efficiency factors.

5.1 CLASSROOM DELIVERY

5.1.1 Training Location

The virtual training location will be the DHS website. Any Information Technology (IT) software must be compatible to the DHS IT infrastructure. On-line training shall be accessible via the World Wide Web. In addition, all electronic training assets must be in compliance with Section 508 of the Rehabilitation Act and be SCORM 1.2 conformant.

5.1.2 Classroom time

Distance learning time for each web-based training asset should be equivalent to a three (3) day classroom course on how to conduct cost and price analysis as well as how to document the decision.

5.1.3 Training Data Product Requirements

Provide training data products that are page-based, human-readable or viewable documents in both digital and hard copy format, such as:

Course Design Document. Develop a course design document that includes learning and performance objectives that are linked to the desired competencies and performance outcomes and specify how the course will be designed, how it will operate, resources needed, and the environment in which it will function. Course material needs to be compatible with the Defense Acquisition University
instructional design standards and needs to be certified through the American Council of Education equivalency process. For online delivery, this may also include script outlines, scripts, screen designs, raw narration, finished narration, transcripts, and 5-10 CDs containing course material for distribution to agency employees who cannot access the DHS website.

Deployment Schedule. Develop a deployment schedule that provides milestone dates for course development, technical walk-through with DHS subject matter experts, piloting of course, any revisions needed based on feedback received from the technical walk-through, course pilot and first course offering.

5.2 END OF COURSE EVALUATION

The contractor will be assessed using an end of course evaluation that will be provided by DHS and evaluated by the assigned Contracting Officer Technical Representative (COTR). This end of course evaluation will be used to assess the student's perception of the effectiveness and usefulness of the course content, the effectiveness of the web-based design to convey the material.

5.3 MAINTENANCE OF MATERIAL

Maintenance of this course is not needed at this time.

6.0 REFERENCES

6.1 Federal Acquisition Regulations (FAR) http://www.acq.osd.mil/far

Note: PWS 7.0 begins on the next page
7.0 DELIVERABLES.

The Contractor shall consider items in **BOLD** as having **mandatory** due dates. Items noted as "**COTR Checkpoints**" are deliverables or events that must be reviewed and approved by the COTR prior to proceeding to next deliverable or event in this PWS. The **Government shall have a minimum of 10 working days to review all submissions**.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>PWS</th>
<th>DELIVERABLE / EVENT</th>
<th>DUE BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1.9</td>
<td>Kick-Off Meeting</td>
<td>NLT 30 business days after date of award</td>
</tr>
<tr>
<td>2</td>
<td>1.10; 1.11</td>
<td>Draft Project Plan</td>
<td>At Kick-off Meeting</td>
</tr>
<tr>
<td>3</td>
<td>1.10; 1.11</td>
<td>Final Project Plan</td>
<td>NLT 3 business days after Kick-off Meeting</td>
</tr>
<tr>
<td>4</td>
<td>1.11</td>
<td>Progress Reports</td>
<td>NLT 4:00 PM EST every Friday beginning two weeks after date of award</td>
</tr>
<tr>
<td>5</td>
<td>5.1.3</td>
<td>Draft Course Design Document</td>
<td>90 days after kick-off meeting</td>
</tr>
<tr>
<td>6</td>
<td>5.1.3</td>
<td>Final Course Design Document</td>
<td>10 working days after receipt of Government comments</td>
</tr>
<tr>
<td>7</td>
<td>5.1.3</td>
<td>Draft Deployment Schedule</td>
<td>90 days after approval of Final Course Design Document</td>
</tr>
<tr>
<td>8</td>
<td>5.1.3</td>
<td>Final Deployment Schedule</td>
<td>10 working days after receipt of Government comments</td>
</tr>
</tbody>
</table>

Note: PWS 8.0 begins on the next page
8.0 PERFORMANCE REQUIREMENTS SUMMARY (PRS).
The PRS table below reflects the deliverables considered by the Department of Homeland Security to be *most important* for the successful performance of this task order. This includes the expected standards of performance and planned reductions for not meeting those standards. The Government will establish a Quality Assurance Surveillance Plan that is not part of this task order in order to monitor performance requirements summary items described in the table below.

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Required Service</th>
<th>Performance Standard</th>
<th>Reductions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Thoroughly planned project</td>
<td>Develop a Contractor Project Plan (PWS 1.10)</td>
<td>Adequately addresses task order objectives and specified results. Includes all standard plan elements. (e.g. purpose, scope, objectives, WBS, Schedule, Resources). Evidences high probability of project success, if followed. Commensurate with size, scope, complexity and budget of task order.</td>
<td>Contractor failure to meet this performance standard may result in the Government’s continuing the effort under another contracting vehicle and negative feedback in the Contractor’s performance evaluation.</td>
</tr>
<tr>
<td>2. Timely delivery of all documents</td>
<td>Provide all documents on time in accordance with PWS 7.0</td>
<td>100% on-time delivery (unless Government causes delay)</td>
<td>Contractor failure to meet this performance standard may result in negative feedback in the Contractor's performance evaluation.</td>
</tr>
</tbody>
</table>
# CONTRACTOR RESEARCH AND ANALYTICAL SUPPORT SERVICES FOR THE DEPARTMENT OF HOMELAND SECURITY, OFFICE OF THE CHIEF PROCUREMENT OFFICER

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Required Service</th>
<th>Performance Standard</th>
<th>Reductions</th>
</tr>
</thead>
</table>
| 3. Quality Technical Writing | All documents produced by Contractor shall be well designed, clearly written and expertly edited. (PWS 5.0) | • Meets the requirements set forth in the PWS  
• Written in clear and simple language  
• Organized in a logical manner  
• Free from grammatical errors  
• Provides sound research, analysis and recommendations suitable for executive decision-making purposes. | Contractor failure to meet this performance standard may result in negative feedback in the Contractor's performance evaluation. |