SIMPLIFIED ACQUISITION
CONTRACT FILE CONTENT INDEX

Project Name:	**FOIA EXPRESS TECHNICAL SPT**	**Contract Number:**	**HQ0034-08-F1055**
Customer:	(b)(6)	**PR Number:**	**HQ018780220006**
Contractor:	**AINS**	**Control Number:**	**08WH612-013**

In File	A.	PRE-AWARD DOCUMENTS
X	1.	DD Form 1262, Funding Authorization
	2.	Acquisition Plan
X	3.	Independent Government Price Estimate
	4.	Product Specifications/ Statement of Work or Objectives/ Requirements Statement/ PWS
	5	Market Research –
X	6.	Sole Source/ Brand Name/ Set-Aside Justification & Approval Documentation/Rationale
	7.	Evaluation Criteria
✓	8.	DD Form 254, Contract Security Classification Specification - Solicitation
X	9.	Small Business Coordination Record (DD Form 2579)/ Set-aside Determination
	10.	Determination & Findings –
	11.	Pre-solicitation Public Notice (over $10k)
X	12.	Request for Quote/ Request for Proposal & Bidder's Mailing List –
X	13.	CCR & Debarred/Excluded Parties List Review
	14.	Abstract of Offers/Quotes (SF 1419)
X	15.	Successful Proposals/ Quotes
	16.	Unsuccessful Proposal/ Quote
	17.	Evaluation/ Technical Proposal Analysis
X	18.	Price Reasonableness Determination (see block 14)/ Small Purchase Pricing Memorandum
	19.	Legal Review
X	20.	Correspondence

In File	B.	AWARD DOCUMENTS
X	1.	Award Document
	2.	Modifications
	3.	DD Form 254, Contract Security Classification Specification
X	4.	CAR
X	5.	Distribution Sheet

In File	C.	ADMINISTRATION
	1.	Notice to Proceed
	2.	Materials Submittals
	3.	Contractor Payrolls
	4.	Labor Interviews
	5	Contractor Personnel Data
	6.	GFP Listing/Receipt/Accountability Schedule
	7.	Cure/Show Cause Notices & Supporting Documents
	8.	Miscellaneous Contract Administration Correspondence & Documents
In File		PAYMENT/CLOSEOUT
	10.	Invoice and Payment Documentation
	11.	Assignment of Claims
	12.	Contractor Release Of Claims

(b)(6)

WHS/APO/G7

From: (b)(6) CTR WHS/A&PO/G7
Sent: Wednesday, February 06, 2008 12:01 PM
To: RSS whs/itmd - Business Services Division
Cc: Winn, Geraldine CIV WHS/ITMD
Subject: AWARD CONTROL NUMBER 08WH612-013

Attachments: Scan001.PDF; AINS AWARDpd23C7.doc

Scan001.PDF

AINS AWARDpd23C7.doc

All,

Please see the attached award for FOIAXPRESS Technical Support.
V/r
(b)(6)

<<...>> <<...>>

AINS

1355 Piccard Drive, Suite 300
Rockville, MD 20850
Phone: (301) 670-2300
Fax: (301) 670-2841

Fax Cover Sheet

To: (b)(6)

From: Wayne H. Jones

Fax: 703-696-3269

Pages: 2

Phone:

Date: 2/6/08

Re: Signed PO

CC:

¤ Urgent ¤ For Review ¤ Please Comment ¤ Please Reply ¤ Please Recycle

Comments:

This information in this facsimile transmission is intended only for the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable laws. If the reader of this message is not the intended recipient, or the employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination distribution or copying if this communication is strictly prohibited. If you have received this communication in error, please notify us immediately by telephone and return the original message to us at the above address via the U.S. Postal Service. Thank You.

(b)(6) **CTR WHS/APO/G7**

From: (b)(6) CTR WHS/A&PO/G7
Sent: Tuesday, February 05, 2008 5:01 PM
To: 'Wayne Jewell'
Subject: FW: Corrections

Attachments: Scan001.PDF; AINS AWARDpd23C7.doc

Scan001.PDF AINS AWARDpd23C7.doc

Mr. Jewell,

Attached is the awarded based on the quote submitted. Please sign and return the cover page on tomorrow. Thanks

-----Original Message-----
From: (b)(6) CTR WHS/A&PO/G7
Sent: Friday, February 01, 2008 3:38 PM
To: 'Wayne Jewell'
Subject: RE: Corrections

Please see attached.
-----Original Message-----
From: Wayne Jewell [mailto:WJewell@ains-inc.com]
Sent: Friday, February 01, 2008 3:03 PM
To: (b)(6) CTR WHS/A&PO/G7
Subject: RE: Corrections

(b)(6)

The attachment has two blank pages?

Regards

Wayne R. Jewell
VP Business Solutions

-----Original Message-----
From: (b)(6) CTR WHS/A&PO/G7 [mailto (b)(6)
Sent: Friday, February 01, 2008 2:36 PM
To: Wayne Jewell
Subject: RE: Corrections

Mr. Jewell,

I spoke with my customer and this is the quote which is still good until 14
Feb 2008. I will make award before this date. (b)(6)

-----Original Message-----
From: Wayne Jewell [mailto:WJewell@ains-inc.com]
Sent: Friday, February 01, 2008 10:17 AM
To: (b)(6) CTR WHS/A&PO/G7
Subject: RE: Corrections

(b)(6)

This should make your contracting officer happy. Let me know if there is anything else I can do.

Regards

Wayne R. Jewell

VP Business Solutions

From: (b)(6) CTR WHS/A&PO/G7 [mailto: (b)(6)
Sent: Friday, February 01, 2008 9:05 AM
To: Wayne Jewell
Subject: Corrections

Mr. Jewell,

Please see attached draft. Please put the amounts on each clin to come out to the amounts being requested per year. Each year will now have two clins. Thanks

<<...>>

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS

OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30

1. REQUISITION NUMBER: HQ018760220000

PAGE 1 OF 14

2. CONTRACT NO.	3. AWARD/EFFECTIVE DATE	4. ORDER NUMBER	5. SOLICITATION NUMBER	6. SOLICITATION ISSUE DATE
GS-35F-4747G	02-Apr-2008	HQ0034-08-F-1055		

7. FOR SOLICITATION INFORMATION CALL:	a. NAME	b. TELEPHONE NUMBER (No Collect Calls)	8. OFFER DUE DATE/LOCAL TIME

9. ISSUED BY CODE HQ0034

WHS ACQUISITION & PROCUREMENT OFFICE
1155 DEFENSE PENTAGON
WASHINGTON DC 20301-1155

TEL:
FAX:

10. THIS ACQUISITION IS
[X] UNRESTRICTED
[ ] SET ASIDE: % FOR
[ ] SMALL BUSINESS
[ ] HUBZONE SMALL BUSINESS
[ ] 8(A)

NAICS: 541611
SIZE STANDARD: 6.5 MIL

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED
[ ] SEE SCHEDULE

12. DISCOUNT TERMS
NET 30

[ ] 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)

13b. RATING

14. METHOD OF SOLICITATION
[ ] RFQ [ ] IFB [ ] RFP

15. DELIVER TO CODE HQ0187
WHS/ESD
(b)(6)
1155 DEFENSE PENTAGON
ROOM 3B900
WASHINGTON DC 20301-1155

16. ADMINISTERED BY CODE

SEE ITEM 9

17a. CONTRACTOR/OFFEROR CODE 06DJ8

AINS, INC
WAYNE JEWELL
1355 PICCARD DR, STE 300
ROCKVILLE MD 20850-4315

TEL. 301 670-2301 FACILITY CODE 06DJ8

[ ] 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER

18a. PAYMENT WILL BE MADE BY CODE HQ0338

DFAS-CO/SOUTH ENTITLEMENT OPERATIONS
P.O. BOX 182264
COLUMBUS OH 43218-2264

18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED [X] SEE ADDENDUM

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	SEE SCHEDULE				

25. ACCOUNTING AND APPROPRIATION DATA

See Schedule

26. TOTAL AWARD AMOUNT (For Govt. Use Only)
(b)(4)

[ ] 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3, 52.212-5 ARE ATTACHED. ADDENDA [ ] ARE [ ] ARE NOT ATTACHED

[ ] 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA [ ] ARE [ ] ARE NOT ATTACHED

28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.

29. AWARD OF CONTRACT: REFERENCE
[X] OFFER DATED 28-Jan-2008 YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS: SEE SCHEDULE

30a. SIGNATURE OF OFFEROR/CONTRACTOR

31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)

31c. DATE SIGNED
05-Feb-2008

30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)
Wayne R. Jewell
VP Business Solutions

30c. DATE SIGNED
2/6/08

31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT)
David L. Price / Contracting Officer
TEL: 703-696-3970 EMAIL: DAVID.PRICE@WHS.MIL

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION IS NOT USABLE

STANDARD FORM 1449 (REV 4/2002)
Prescribed by GSA
FAR (48 CFR) 53.212

Section SF 1449 - CONTINUATION SHEET

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001		6	Months	(b)(4)	(b)(4)
	FOIAXpress techncial support FFP On-site support two days a week per the attached performance work statement PPA Code: 3046 PURCHASE REQUEST NUMBER: HQ018780220006				
				NET AMT	(b)(4)
	ACRN AA				(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002		6	Months	(b)(4)	(b)(4)
	FOIAXpress techncial support FFP On-site support one day a week per the attached performance work statement PPA Code: 3046				
				NET AMT	(b)(4)
	ACRN AA				(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001 OPTION	FOIAXpress techncial support FFP On-site support two days a week per the attached performance work statement PPA Code: 3046	6	Months	(b)(4)	(b)(4)

NET AMT (b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1002 OPTION	FOIAXpress techncial support FFP On-site support one day a week per the attached performance work statement PPA Code: 3046	6	Months	(b)(4)	(b)(4)

NET AMT (b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001 OPTION	FOIAXpress techncial support FFP On-site support two days a week per the attached performance work statement PPA Code: 3046	6	Months	(b)(4)	(b)(4)

NET AMT (b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2002 OPTION	FOIAXpress techncial support FFP On-site support one day a week per the attached performance work statement PPA Code: 3046	6	Months	(b)(4)	(b)(4)

NET AMT (b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3001 OPTION	FOIAXpress techncial support FFP On-site support two days a week per the attached performance work statement PPA Code: 3046	6	Months	(b)(4)	(b)(4)

NET AMT (b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3002 OPTION	FOIAXpress techncial support FFP On-site support one day a week per the attached performance work statement PPA Code: 3046	6	Months	(b)(4)	(b)(4)

NET AMT (b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4001 OPTION	FOIAXpress techncial support FFP On-site support two days a week per the attached performance work statement PPA Code: 3046	6	Months	(b)(4)	(b)(4)

NET AMT (b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4002 OPTION	FOIAXpress techncial support FFP On-site support two days a week per the attached performance work statement PPA Code: 3046	6	Months	(b)(4)	(b)(4)

NET AMT (b)(4)

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	N/A	Government
0002	N/A	Government	N/A	Government
1001	Destination	Government	N/A	Government
1002	N/A	Government	N/A	Government
2001	Destination	Government	N/A	Government
2002	N/A	Government	N/A	Government
3001	Destination	Government	N/A	Government
3002	N/A	Government	N/A	Government
4001	Destination	Government	N/A	Government
4002	N/A	Government	N/A	Government

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 02-APR-2008 TO 01-OCT-2008	N/A	WHS/ESD (b)(6) 1155 DEFENSE PENTAGON ROOM 3B960 WASHINGTON DC 20301-1155 (b)(6) FOB: Destination	HQ0187
0002	POP 02-OCT-2008 TO 01-APR-2009	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0187
1001	POP 02-APR-2009 TO 01-OCT-2009	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0187
1002	POP 02-OCT-2009 TO 01-APR-2010	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0187
2001	POP 02-APR-2010 TO 01-OCT-2010	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0187
2002	POP 02-OCT-2010 TO 01-APR-2011	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0187
3001	POP 02-APR-2011 TO 01-OCT-2011	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0187
3002	POP 02-OCT-2011 TO 01-APR-2012	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0187
4001	POP 02-APR-2012 TO 01-OCT-2012	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0187
4002	POP 02-OCT-2012 TO 01-APR-2013	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0187

ACCOUNTING AND APPROPRIATION DATA

AA: 9780100.2020 00000 6401 2595 S49447 DHAC88061
AMOUNT: $58,826.88
CIN 0000000000000000000000000000: $58,826.88

CLAUSES INCORPORATED BY REFERENCE

252.232-7003 Electronic Submission of Payment Requests MAR 2007

CLAUSES INCORPORATED BY FULL TEXT

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

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

(End of clause)

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor anytime prior to expiration of the contract provided that the Government gives the Contractor a preliminary written notice of its intent to extend anytime prior to contract expiration. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed
5 YEARS
(End of clause)

INVOICING INSTRUCTIONS (WHS, A&PO Mar 2007)

In compliance with DFARS 252.232-7003, "Electronic Submission of Payment Request (March 2003)", Washington Headquarters Services, Acquisition & Procurement Office (WHS, A&PO) utilizes WAWF-RA to electronically process vendor request for payment. The web based system is located at https://wawf.eb.mil, which provides the technology for government contractors and authorized Department of Defense (DOD) personnel to generate, capture and process receipt and payment-related documentation in a paperless environment. The contractor is required to utilize this system when submitting invoices and receiving reports under this contract. Submission of hard copy DD250/Invoice/Public Vouchers (SF1034) will no longer be accepted for payment.

The contractor shall (i) ensure an Electronic Business Point of Contract is designated in Central Contractor Registration at http://www.ccr.gov/ and (ii) register to use WAWF-RA at https://wawf.eb.mil within ten (10) days after award of the contract or modification incorporating WAWF-RA into the contract. The designated CCR EB point of contact is responsible for activating the company's CAGE code on WAWF by calling 1-866-618-5988. Once the company CCR EB is activated, the CCR EB will self-register on the WAWF and follow the instructions for a group administrator. Step by step instructions to register are available at http://wawf.eb.mil.

The contractor is directed to select either "Invoice as 2-in-1" for services only or "Invoice and Receiving Report (Combo)" for supplies or any combination of goods and services. Both types of invoices fulfill the requirement for submission of the Material Inspection and Receiving Report, DD Form 250.

Back up documentation may be attached to the invoice in WAWF under the "Misc Info" tab. Fill in all applicable information under each tab.

The following required information should automatically pre-populate in WAWF; if it does not populate, or does not populate correctly, enter the following information:

"Issue by DoDAAC" field enter **HQ0034**
"Admin DoDAAC" field enter **HQ0034**
"Payment DoDAAC" field enter **HQ0338**
"Service Acceptor/Extension" or "Ship to/ Extension" field enter **HQ0187 ESDD**
"Inspect By DoDAAC/ EXT" fields
"LPO DoDAAC/ EXT" fields - Leave blank

Contractor shall verify that the DoDAACs automatically populated by the WAWF-RA system match the above information. If these DoDAACs do not match then the contractor shall correct the field(s) and notify the contracting officer of the discrepancy (ies).

Take special care when entering Line Item information . The Line Item tab is where you will detail your request for payment and material/services that were provided based upon the contract. Be sure to fill in the following items exactly as they appear in the contract:

- Item Number: If the contract schedule has more than one ACRN listed as sub items under the applicable Contract Line Item Number (CLIN), use the 6 character, separately identified Sub Line Item Number (SLIN) (e.g. – 0001AA) or Informational SLIN (e.g. – 000101), otherwise use the 4 character CLIN (e.g. – 0001).
- ACRN: Fill-in the applicable 2 alpha character ACRN that is associated with the CLIN or SLIN.

Note – DO NOT INVOICE FOR MORE THAN IS STILL AVAILABLE UNDER ANY CLIN/SLIN/ ACRN.

- Unit Price
- Unit of Measure

Shipment numbers must be formatted as follows:

Three (3) alpha characters followed by four (4) numeric characters.

For Services, enter 'SER' followed by the last 4 digits of the invoice number.
For Construction, enter 'CON' followed by the last 4 digits of the invoice number.
For Supplies, enter 'SUP' followed by the last 4 digits of the invoice number.
If the invoice number is less than 4 digits, enter leading zeros.

Before closing out of an invoice session in WAWF-RA but after submitting your document or documents, the contractor will be prompted to send additional email notifications. Contractor shall click on "Send More Email Notification" on the page that appears. Add the following email addres (b)(6) in the first email address block and add any other additional email addresses desired in the following blocks. This additional notification to the government is important to ensure that all appropriate persons are aware that the invoice documents have been submitted into the WAWF-RA system.

If you have any questions regarding WAWF, please contact the WAWF Help Desk at 1-866-618-5988.

Exhibit/Attachment Table of Contents

DOCUMENT TYPE	DESCRIPTION	PAGES	DATE
Attachment 2	08WH612-013~signed 254 for AINS.pdf		22-JAN-2008

POC

THE POINT OF CONTACT FOR THE WHS ACQUISITION AND PROCUREMENT OFFICE FOR THIS ACTION IS:
(b)(6)
PHONE (b)(6)
FAX (b)(6)
EMAIL (b)(6)

POC (VENDOR)
THE POINT OF CONTACT AT AINS FOR THIS ACTION IS:
WAYNE JEWELL
VP BUSINESS SOLUTIONS
PHONE: 301-670-2300
FAX: 301-670-2300
EMAIL: Wjewell@ains-inc.com

STATEMENT OF WORK

Performance Work Statement for FOIAXpress Tracking System Information Technology Management Directorate (ITMD)

1.0 INTRODUCTION

1.1 Organization

The organization requesting this work is the Washington Headquarters Services, Information Technology Management Director (ITMD) in support of the Executive Services Directorate, Freedom of Information Division (ESD/FOID)

1.2 Mission

1.2.1 Under the direction of the Director, Washington Headquarters Services (WHS), the Executive Services Directorate (ESD) is responsible for providing administrative support to the immediate offices of the Secretary and Deputy Secretary of Defense, and their principal assistants by ensuring an orderly flow of correspondence, cable traffic, and intelligence items for consideration. The Freedom of Information currently manages classified and unclassified Freedom of Information Act (FOIA) requests for the SECDEF, DEPSEC, and the OSD/WHS Staffs. To accomplish their mission, ESD must utilize state-of-the-art document management technology to process and track these FOIA requests. This acquisition provides the vital mission essential support to this Directorate, as well as other OSD and WHS components, Military Services, Joint Staff, and Defense Agencies.

1.2.2 The information infrastructure system within the ESD/FOID is used to support workflow (case processing). Approximately 1.25 million pages of sensitive and highly classified documents flow through FOID each year for processing for public disclosure. The system records the results of staffing with various defense components and Federal agencies; records FOID decisions (FOID decisions are subject to Federal court review); allows retrieval of case files; and controls sensitive and highly classified materials. Approximately 600 linear feet of FOID's case materials are classified Top Secret, including Special Intelligence and other access clearances. The following are types of cases FOID processes.

1.2.2.1 Freedom of Information Act (FOIA) Cases. FOID processes FOIA requests in accordance with the appropriate provisions of Title 5, Section 552 of the U. S. Code. Information requested under FOIA by the general public must be released unless exempted by one or more of the FOIA exemptions. A FOIA case differs in that FOID must begin by searching within the Office of the Secretary of Defense (OSD) for the materials being sought by the requester. FOID also refers misdirected requests to other appropriate DoD components, as well as other Federal agencies. If the material requested is located, it is reviewed and all portions not exempted are released. This program is mandated by Federal statute and subject to review by the Federal judicial system.

1.2.2.2 Privacy Act (PA) Cases. PA cases are requests from the public for their own records. FOID normally refers such requests to the appropriate DoD component. As with the FOIA, this program has the backing of a Federal statue and the Federal judicial system.

1.3 Objective

1.3.1 AINS will provide a FOIAXpress Subject Matter Expert (SME) to provide approximately 20 hours per week of on-site assistance to the ITMD staff to maintain the FOIAXpress system and help the FOID end users become proficient with the application.

1.4 Current Environment

1.4.1 Within the Executive Services Directorate (ESD), the Freedom of Information Division is located at 1777 North Kent Street, Suite 12047, Arlington, VA 22201 and will be supported by this SOW. The current environment for the FOIAXpress system follows:

1.4.1.1 Hardware FOIAXpress is located on two IBM D2 Blade Servers located in the Consolidated Server Room. Additional a mirrored suite of hardware is located at the WHS remote location. Approximately 25-30 users connect to the application via the SIPRNET. Two Bell and Howell high-speed scanners are also connected to the classified LAN.

1.4.1.2 Software. The classified LAN uses Microsoft Windows XP client operating system and the FOIAXpress database has been migrated from Oracle to Microsoft SQL 2000 enterprise.

2.0 TECHNICAL SERVICES REQUIRED

2.1 Task 1 – Subject Management Expert for FOIAXpress

2.1.1. The contractor will provide a FOIAXpress Subject Matter Expert (SME) for on-site assistance to help the FOID end users become proficient with the application. Services the SME will provide include, but are not limited to:

- Assist the FOID management and staff along with the ITMD IT staff in requirements gathering sessions. The requirements gathering sessions will identify new features and functionality required to make the system more productive, as well as problems with the version deployed at the time of each session that are having an adverse effect on productivity.
- Once the requirements and problems are documented, assist the FOID management and staff to prioritize the list for maximum gain.

- Provide input to AINS Configuration Control Board for enhancements to future releases
- Assist the FOID end users with questions regarding FOIAXpress operations such as:
  - Overview of FOIAXpress
  - Working with cases and how to assign a request
  - Perfecting a request
  - How to use the letter generator to send acknowledgement letters and correspond with requesters
  - Assist with creating ad hoc, monthly and annual reports
  - Redacting documents
  - Managing redacted documents
  - Document delivery
  - Perform final case closing actions
  - Provide one-on-one user support, as needed

2.2 Task 2 – FOIAXpress Maintenance Support

2.2.1 The contractor will provide application software maintenance and limited development support to maintain effective and efficient operations of the FOIAXpress database. All changes to application will be fully tested and documented in accordance with DOD and local Configuration Management procedures. The following services include but are not limited to:

- Assist the ITMD IT staff with technical, database, and FOIAXpress issues as they arise
  - Assist and provide FOIAXpress administrative support
    - Add, modify and delete user accounts, database permissions
  - Coordinate development of patches, scripts and upgrades with AINS Technical Support
  - Assist ITMD IT staff with patches and upgrades
  - Assist ITMD staff load, configure and test new releases of the application and any program/applications code changes
  - Assist ITMD staff perform application backups, exports, compressions and restorations in concert with the WHS standard backup configuration to meet the requirements of DCIN
  - Troubleshoot and resolve application problems that relate to the performance and operation of FOIAXpress

2.3..Task 3 – Public Access Link Implementation and Maintenance Support

2.3.1 The contractor will provide implementation and application software maintenance support to install and maintain effective and efficient operations of the Public Access Link application. All changes to the application will be fully tested and documented in accordance with DOD and local Configuration Management procedures. The following services include, but are not limited to:

- Assist ITMD IT staff with the initial installation, configuration, testing, and deployment of the Public Access Link application
- Provide system documentation and any training required to the ITMD IT staff to maintain the application.
  - Assist the ITMD IT staff with technical, database, and Public Access Link issues as they arise
  - Assist and provide Public Access Link administrative support, if required
    - Add, modify and delete user accounts, database permissions
  - Coordinate development of patches, scripts and upgrades with AINS Technical Support
  - Assist ITMD IT staff with patches and upgrades
  - Assist ITMD staff load, configure and test new releases of the application and any program/applications code changes
  - Assist ITMD staff perform application backups, exports, compressions and restorations in concert with the WHS standard backup configuration to meet the requirements of DCIN
  - Troubleshoot and resolve application problems that relate to the performance and operation of Public Access Link

3.0 ADMINISTRATIVE CONSIDERATIONS

3.1 Installation Representative

(b)(6)
Room 5A936
1155 Defense Pentagon
Washington, DC 20301-1155
Phone: (b)(6)

3.2 Task Monitor

(b)(6)
WHS/ESCD, Room 12047
1777 N. Kent Street
Alexandria, VA 22201
Phone: (b)(6)

3.3 Security and Privacy

The contractor personnel assigned to this project will require access to classified information up to and including Top Secret and must possess and active Top Secret clearance. All contractor personnel will safeguard all classified project material. All contractor personnel will be designated as ADP-1 or ADP-11 that requires a SSBI and NAC respectively. ESD/FOID will provide specific security classification guidance to assigned contractor personnel.

3.4 Reserved

3.5 Place of Performance

The contractors will be provided office space, furniture and computer systems within the Pentagon Room 5A936.

3.6 Hours of Performance

The contractor will provide on-site support between the hours of 0800 through 1700 hours, Monday through Friday, excluding Government holidays.

3.7 Reserved

3.8 Section 508 Requirements

To be eligible for award, contractors must propose goods and /or services that meet the applicable provisions of the Access Board's standards for electronic and information technology covered by section 508 of the Rehabilitation Act Amendments of 1998, 36 CFR part 1194.

4.0 DELIVERABLES AND SCHEDULE

4.1 Deliverables	Due Date
Monthly Activity Report Format as per contract	10th day of each month

4.1.1 The Monthly Status Section will provide personnel and financial data in tabular and graphical format provided by ITMD.

4.1.2 The Monthly Technical Section will be formatted around the eleven principal tasks. It shall include as a minimum:

- **Executive Summary**
- **Brief Introduction**
- **Summary of Activities**
  - FOIAXpress User Support
    - Summary and Key Activities
    - Updated, Prioritized Requirements Listing
    - Significant Problems Encountered
    - Resolution of Problems Encountered
  - FOIAXpress Maintenance Support
    - Summary and key activities
    - Significant problems encountered
    - Resolution of Problems Encountered
    - Documentation Updates For Application Changes/Updates
  - Public Access Link Implementation and Maintenance Support
    - Summary and key activities
    - Significant problems encountered
    - Resolution of Problems Encountered
    - Documentation Updates For Application Changes/Updates
- **Open Action Items**
- **Planned Action Items**
- **Financial Data**

5. PERFORMANCE REQUIREMENTS SUMMARY

The following Performance Requirements matrix indicates the areas of performance and the methods to which the requirements will be met and monitored (based on the Statement of Work).

Task	Desired Outcome	Required Services	Performance Standard	Monitoring Method
1	The ability of the user to work the program	Management Expert	User proficiency of the program	Receipt of report to COR showing the # of personnel trained and proficient
2	The ability to use the system without problems	Maintenance Support	The efficiency and effectiveness must be 95% based on reported problems by the agency to the contractor.	Receipt of report of tracking problems by the contractor to COR due on the 10th of the month
3	Effective and efficient operations of the public Access Link	Implementation & maintenance support	Based on the number of reported problems the contractor must show a 95% effective rate of fixing the problem	Review of trouble logs from the contractor to the COR due the 10th of the month.

PRICE NEGOTIATION MEMORANDUM

Subj: HQ0034-08-F-1055: FOIAXpress Subject Matter Expert (Technology Specialist II)

Ref: (a) HQ0187-78022006-0001 dated 24 JAN 2008 in the amount of (b)(4) (see Tab 01 of the contract file).
(b) Independent Government Estimate provided as "Market Research" dated 2 JAN 2008 (Tab 05)
(c) Rationale for "Specific Make and Model" justification dated 2 JAN 2008 (see Tab 06).

1. Background:

a. The purpose of this "sole source" acquisition is to procure an on-site FOIAXpress subject matter expert for a total of 576 hours to be distributed over a 12 month period at two days a week for the first six (6) months and one day per week for the second six (6) months. FOIAXpress is a proprietary database system used for tracking and processing FOIA cases in support of Executive Order "Improving Agency Disclosure of Information". This procurement is in support of the Executive Services and Communications Directorate, Office of the Freedom of Information Division (ESD/OFOID).

b. A DD Form 1262 entitled "FOIAXpress on-site support" in the amount of (b)(4) was submitted for this action – see reference (a). An Independent Government Estimate was submitted with this requirement – see reference (b). A rationale for "Specific Make and Model" was also submitted with the requirements package – as per reference. This service has been required yearly; therefore options are included for a base and four option periods. Inclusions of options are based on FAR Part 17. It has been determined that it is a known requirement, there is a continuous need for the service, and it will be in the best interest of the government to include options.

c. Chronology of events:

Received PR	24 JAN 2008
Received Sole Source Justification	24 JAN 2008
Received quote from Wayne A. Jewell (AINS VP Business)	28 JAN 2008
Requested updated quote due to funding	31 JAN 2008
Award Review	31 JAN 2008
Corrections and Update to SOW	05 FEB 2008

2. Price Reasonableness Determination/Evaluation:

	AINS, INC.	Qty.	Unit Price	Total
0001	FOIAXpress Subject Matter Expert	(b)(4)		
1001	FOIAXpress Subject Matter Expert			
1002	FOIAXpress Subject Matter Expert			
1003	FOIAXpress Subject Matter Expert			
1004	FOIAXpress Subject Matter Expert			

a. The pricing herein is considered to be "fair and reasonable" based on the issuance of a current GSA schedule (GS-35F-4747G) to AINS, Inc. The current price is the same as last years under purchase order HQ0034-07-F-1089. The contractor has a 4% escalation factor which equates to an increase of (b)(4) over a four year period.

b. GSA has already determined the hourly rate for this fixed-price service to be fair and reasonable as per FAR 8.404(d), and the provisions of FAR 8.405-1 do not apply as this service requires a separate statement of work.

Recommendation: Recommend that this award for a FOIAXpress Subject Matter Expert – in the amount of (b)(4) be awarded to AINS, Inc., as specified herein.

(b)(6)

Date: 05 Feb 08

Contract Specialist

Date: 05 FEB 2008

DAVID L. PRICE
Contracting Officer

CCR/FedReg Detail Search Results

Not to be used as certifications and representations. See ORCA for official certification.

Current Registration Status: Active in CCR; Registration valid until 07/02/2008.

DUNS: 361150469
DUNS PLUS4:
CAGE/NCAGE: 06DJ8
Legal Business Name: AINS, INC.
Doing Business As (DBA):
Division Name:
Division Number:
Company URL: http://ains-inc.com

Physical Street Address 1: 1355 PICCARD DR STE 300
Physical Street Address 2:
Physical City: ROCKVILLE
Physical State: MD
Physical Zip/Postal Code: 20850-4336
Physical Country: USA

Mailing Name: AINS, INC.
Mailing Street Address 1: 1355 PICCARD DRIVE STE 300
Mailing Street Address 2:
Mailing City: ROCKVILLE
Mailing State: MD
Mailing Zip/Postal Code: 20850-4315
Mailing Country: USA

Business Start Date: 10/15/1988

CORPORATE INFORMATION

Type of Organization

Corporate Entity, Not Federal Tax Exempt
(State of Incorporation is MD)

Business Types/Grants

23 - Minority Owned Business
2X - For-Profit Organization
77 - Service Provider
E6 - Architecture and Engineering (A&E)
HQ - DoT Certified Disadvantaged Business Enterprise
QZ - Subcontinent Asian (Asian-Indian) American Owned
VN - Contracts

XS - S Corporation

GOODS / SERVICES

North American Industry Classification System (NAICS)

511210 - Software Publishers
519120 - Libraries and Archives
541330 - Engineering Services
541511 - Custom Computer Programming Services
541512 - Computer Systems Design Services
541513 - Computer Facilities Management Services
541519 - Other Computer Related Services
541611 - Administrative Management and General Management Consulting Services
611420 - Computer Training

Standard Industrial Classification (SIC)

4813 - TELEPHONE COMMUNICATIONS, EXC.RADIO
7371 - COMPUTER PROGRAMMING SERVICES
7372 - PREPACKAGED SOFTWARE
7373 - COMPUTER INTEGRATED SYSTEMS DESIGN
7374 - DATA PROCESSING AND PREPARATION
7376 - COMPUTER FACILITIES MANAGEMENT
7379 - COMPUTER RELATED SERVICES, NEC
7389 - BUSINESS SERVICES, NEC
8711 - ENGINEERING SERVICES
8741 - MANAGEMENT SERVICES
8742 - MANAGEMENT CONSULTING SERVICES

Product Service Codes (PSC)

D301 - ADP FACILITY MANAGEMENT
D307 - AUTOMATED INFORMATION SYSTEM S
D311 - ADP DATA CONVERSION SVCS
D399 - OTHER ADP & TELECOMMUNICATIONS
R302 - ADP SYSTEMS DEVELOP & PROGRAMM
R307 - AUTOMATED INFORMATION SYSTEM S
R421 - PROF SVCS/TECHNICAL ASSISTANCE

Federal Supply Classification (FSC)

SMALL BUSINESS TYPES

SDB, 8A and HubZone certifications come from the Small Business Administration and are not editable by CCR vendors.

Business Types Expiration Date

--- ---

North American Industry Classification System (NAICS)

The small business size status is derived from the receipts and/or number of employees entered by the vendor during the registration process.

NAICS Code	Description	Small Business	Emerging Small Business
511210	Software Publishers	Yes	No
519120	Libraries and Archives	Yes	No
541330	Engineering Services General $4.5m small business size standard: [No] Special $17m size standard for Marine Engineering and Naval Architecture: [Yes] Special $25m size standard for Military and Aerospace Equipment and Military Weapons : [Yes] Special $25m size standard for Contracts and Subcontracts for Engineering Services Awarded Under the National Energy Policy Act of 1992: [Yes]	See Description	No
541511	Custom Computer Programming Services	Yes	No
541512	Computer Systems Design Services	Yes	No
541513	Computer Facilities Management Services	Yes	No
541519	Other Computer Related Services	Yes	No
541611	Administrative Management and General Management Consulting Services	Yes	No
611420	Computer Training	Yes	No

CCR POINTS OF CONTACT

Government Business Primary POC

Name: USUF ISMAIL
Address Line 1: 1355 PICCARD DR
Address Line 2: SUITE 300
City: ROCKVILLE
State: MD
Zip/Postal Code: 20850-4315
Country: USA
U.S. Phone: 307-670-2300 Ext.2309
Non-U.S. Phone:
Fax: 301-670-2849

Government Business Alternate POC

Name: MOHINDER GOSWAMI
Address Line 1: 1355 PICCARD DR
Address Line 2: SUITE 300
City: ROCKVILLE
State: MD
Zip/Postal Code: 20850-4315
Country: USA
U.S. Phone: 301-670-2300 Ext.2323
Non-U.S. Phone:
Fax: 301-670-2841

Past Performance Primary POC

Name: H. N. SONNY SEGAL
Address Line 1: 1355 PICCARD DR
Address Line 2: STE. 300
City: ROCKVILLE
State: MD
Zip/Postal Code: 20850-4315
Country: USA
U.S. Phone: 301-670-2300 Ext.2304
Non-U.S. Phone:
Fax: 301-670-2841

Past Performance Alternate POC

Name: MOHINDER GOSWAMI
Address Line 1: 1355 PICCARD DRIVE
Address Line 2: STE. 300
City: ROCKVILLE
State: MD
Zip/Postal Code: 20850-4315
Country: USA
U.S. Phone: 301-670-2300 Ext.2323
Non-U.S. Phone:
Fax: 301-670-2841

Electronic Business Primary POC

Electronic Business Alternate POC

Name: USUF ISMAIL
Address Line 1: 1355 PICCARD DRIVE
Address Line 2: SUITE 300
City: ROCKVILLE
State: MD
Zip/Postal Code: 20850-4315
Country: USA
U.S. Phone: 301-670-2300 Ext.2309
Non-U.S. Phone:
Fax: 301-670-2849

Name: MOHINDER GOSWAMI
Address Line 1: 1355 PICCARD DRIVE
Address Line 2: SUITE 300
City: ROCKVILLE
State: MD
Zip/Postal Code: 20850-4315
Country: USA
U.S. Phone: 301-670-2300 Ext.2323
Non-U.S. Phone:
Fax: 301-670-2841

SMALL BUSINESS COORDINATION RECORD

REPORT CONTROL SYMBOL
DD-AT&L (AR) 1862

1. CONTROL NO. (Optional)	2. PURCHASE REQUEST NO./ REQUISITION NO.	3. TOTAL ESTIMATED VALUE (Including options)	4. SOLICITATION NO./CONTRACT MODIFICATION NO.
	HQ018780220006	(b)(4)	

5. BUYER

a. NAME (Last, First, Middle Initial)	b. OFFICE SYMBOL	c. TELEPHONE (Include Area Code)
(b)(6)	WHS/IT	(b)(6)

6. ITEM DESCRIPTION (Including quantity)
FOIA Technical Support Services
FOIA Express Subject Matter Expert for on site assistance to help the FOID end users become proficient with the application.

6a. FEDERAL SUPPLY CLASS/SERVICE (FSC/SVC) CODE
7361

7. TYPE OF COORDINATION (X one)

X	INITIAL CONTRACT		
☐	MODIFICATION	☐	WITHDRAWAL

8. SMALL BUSINESS SIZE STANDARD

a. NORTH AMERICAN INDUSTRY CLASSFICATION SYSTEM (NAICS) CODE:	b. NO. OF EMPLOYEES	c. DOLLARS
541611		(b)(4)

9. RECOMMENDATION (X as applicable)

YES	NO	(If all recommendations are "No," explain in Remarks.)
☐	X	a. SECTION 8(a) (X one)
		☐ (1) COMPETITIVE ☒ (2) SOLE SOURCE
☐	X	b. SMALL DISADVANTAGED BUSINESS (SDB) SET-ASIDE
☐	X	c. HISTORICALLY BLACK COLLEGES AND UNIVERSITIES MINORITY INSTITUTIONS (HBCU/MI) SET-ASIDE (List percentage) %
x		d. SMALL BUSINESS (SB) SET-ASIDE (List percentage) 100%
☐	X	e. EMERGING SMALL BUSINESS SET-ASIDE
☐	X	f. EVALUATION PREFERENCE FOR SDBs
☐	X	g. HUBZONE SET- ASIDE
☐	X	h. HUBZONE SOLE SOURCE
☐	X	I. HUBZONE PRICE EVALUATION PREFERENCE

10. ACQUISITION HISTORY (X one)

	a. FIRST TIME BUY
☒	b. PREVIOUS ACQUISITION (X all that apply)
☐	(1) Section 8(a)
☐	(2) SDB SET-ASIDE
☐	(3) HBCU/MI SET-ASIDE
X	(4) SB SET-ASIDE
☐	(5) OTHER (Specify)
☐	(6) TWO OR MORE RESPONSIVE SB OFFERS ON PRIOR ACQUISITION
☐	(7) ONE OR MORE RESPONSIVE SDB OFFER(S) WITHIN 10% OF AWARD PRICE OF PRIOR ACQUISITION
☐	(8) WOMEN OWNED SB
☐	(9) SERVICE-DISABLED VETERAN SB

11. SB PROGRESS PAYMENTS (X one)
☐ YES X NO

12. SUBCONTRACTING PLAN REQUIRED (X one)
☐ YES X NO

13. SYNOPSIS REQUIRED (X one) (If "No," cite FAR 5.202 exception)
☐ YES X IAW FAR 5.202 (a) (~~10~~ 11)

14. REMARKS
This will be a sole source GSA purchase to AINS Inc. which will include a base and four option periods. A single source rational has been provided thru the last three purchases of this service. AINS is the manufacturer of FOIA Xpress and the only AINS authorized source for providing a subject matter expert on this software.

15. REVIEWED BY SMALL BUSINESS ADMINISTRATION (SBA) REPRESENTATIVE

a. NAME (Last, First, Middle Initial)

b. SIGNATURE

c. DATE SIGNED (YYYYMMDD)

16. LOCAL USE

17. CONTRACTING OFFICER (X one)
☒ CONCURS ☐ REJECTS

a. RECOMMENDATIONS (Document rejections on reverse side)

b. NAME (Last, First, Middle Initial)
PRICE, DAVID

c. SIGNATURE

d. DATE SIGNED (YYYYMMDD)
2008/01/30

18. SMALL BUSINESS SPECIALIST (X one)
☒ CONCURS ☐ APPEALS

NOTE: Any change in the acquisition plan this coordination record describes will require return for re-evaluation by the SB specialist.

a. NAME (Last, First, Middle Initial)
JOHNSON, VALERIE

b. SIGNATURE
Valerie Johnson

c. DATE SIGNED (YYYYMMDD)
20080130

Wilson, Ramona CTR WHS/APO/G7

From: Wayne Jewell [WJewell@ains-inc.com]
Sent: Monday, January 28, 2008 8:45 AM
To: (b)(6) WHS/A&PO/G7
Subject: RE: FOIA EXPRESS TECHNICAL SUPPORT REQUEST FOR QUOTE

Attachments: Labor Rate Table GSF-35F-4747G.xls; Technical Support Services Quote 01-28-08.pdf

Labor Rate Table GSF-35F-4747G... Technical Support Services Quo... (b)(6)

Attached is our response to your request for a quote on Technical Support Services. Let me know if you need any additional information.

Regards

Wayne R. Jewell

VP Business Solutions

Phone: 301-670-2301

Cell: 301-257-2718

From: (b)(6) WHS/A&PO/G7 [mailto: (b)(6)
Sent: Thursday, January 24, 2008 3:37 PM
To: Wayne Jewell
Subject: FOIA EXPRESS TECHNICAL SUPPORT REQUEST FOR QUOTE

Mr. Jewel,

Please provide GSA pricing quote for FOIAXpress Technical Support Services, Technology Specialist II (GSA-TS130). Also, please attach a copy of the GSA pricing schedule. The service is 2 days a week the first 6 months and 1 day a week the second six months. Please add in your option pricing for the next 4 years. Please respond by Thursday 31 Jan 2008. Attached is the Statement of Work. Thanks

V/r
(b)(6)
Contract Specialist
<<...>>

Date: February 1, 2008

To: (b)(6) CIV.WHS/A&PO/G7

From: Wayne Jewell, AINS Inc. - Vice President of Business Solutions

Reference: Quote for FOIAXpress Technical Support Services

Dear (b)(6)

AINS is pleased to provide you with a price quote to provide FOIAXpress Technical Support Services to the Washington Headquarters Services, Information Technology Management Director (ITMD) in support of the Executive Services Directorate, Freedom of Information Division (ESD/FOID). Exhibit 1 provides the breakdown of all the costs associated with providing the requested technical support services for the Base Year plus four option years. AINS will provide a FOIAXpress Subject Matter Expert (SME) to provide approximately 20 hours per week of on-site assistance to the ITMD staff to maintain the FOIAXpress system and help the FOID end users become proficient with the application. AINS will provide the following technical support services.

Task 1 – Subject Management Expert for FOIAXpress

AINS will provide a FOIAXpress Subject Matter Expert (SME) for on-site assistance to help the FOID end users become proficient with the application. Services the SME will provide include, but are not limited to:

- Assist the FOID management and staff along with the ITMD IT staff in requirements gathering sessions. The requirements gathering sessions will identify new features and functionality required to make the system more productive, as well as problems with the version deployed at the time of each session that are having an adverse effect on productivity.
- Once the requirements and problems are documented, assist the FOID management and staff to prioritize the list for maximum gain.
- Provide input to AINS Configuration Control Board for enhancements to future releases
- Assist the FOID end users with questions regarding FOIAXpress operations such as:
  - Overview of FOIAXpress
  - Working with cases and how to assign a request
  - Perfecting a request
  - How to use the letter generator to send acknowledgement letters and correspond with requesters
  - Assist with creating ad hoc, monthly and annual reports
  - Redacting documents
  - Managing redacted documents
  - Document delivery
  - Perform final case closing actions
  - Provide one-on-one user support, as needed

Task 2 – FOIAXpress Maintenance Support

AINS will provide application software maintenance and limited development support to maintain effective and efficient operations of the FOIAXpress database. All changes to application will be fully tested and documented in accordance with DOD and local Configuration Management procedures. The following services include but are not limited to:

- Assist the ITMD IT staff with technical, database, and FOIAXpress issues as they arise
  - Assist and provide FOIAXpress administrative support
    - Add, modify and delete user accounts, database permissions
  - Coordinate development of patches, scripts and upgrades with AINS Technical Support
  - Assist ITMD IT staff with patches and upgrades
  - Assist ITMD staff load, configure and test new releases of the application and any program/applications code changes
  - Assist ITMD staff perform application backups, exports, compressions and restorations in concert with the WHS standard backup configuration to meet the requirements of DCIN
  - Troubleshoot and resolve application problems that relate to the performance and operation

AINS Inc.
1355 Piccard Drive ♦ Suite 300 ♦ Rockville, MD 20850 ♦ Office: 301.670.2300 ♦ Fax: 301.670.2841 ♦ Web: [illegible]

of FOIAXpress

Task 3 – Public Access Link Implementation and Maintenance Support

AINS will provide implementation and application software maintenance support to install and maintain effective and efficient operations of the Public Access Link application when purchased. All changes to the application will be fully tested and documented in accordance with DOD and local Configuration Management procedures. The following services include, but are not limited to:

- Assist ITMD IT staff with the initial installation, configuration, testing, and deployment of the Public Access Link application
- Provide system documentation and any training required to the ITMD IT staff to maintain the application.
  - Assist the ITMD IT staff with technical, database, and Public Access Link issues as they arise
  - Assist and provide Public Access Link administrative support, if required
    - Add, modify and delete user accounts, database permissions
  - Coordinate development of patches, scripts and upgrades with AINS Technical Support
  - Assist ITMD IT staff with patches and upgrades
  - Assist ITMD staff load, configure and test new releases of the application and any program/applications code changes
  - Assist ITMD staff perform application backups, exports, compressions and restorations in concert with the WHS standard backup configuration to meet the requirements of DCIN
  - Troubleshoot and resolve application problems that relate to the performance and operation of Public Access Link

This price quote is valid through February 28, 2008. Should you have any questions I am available via e-mail at wjewell@ains-inc.com or phone at (301) 670-2301

Warm Regards,

Wayne R. Jewell

Wayne R. Jewell
AINS Inc. – Vice President of Business Solutions

Exhibit 1 Technical Support Services Cost
Attachment Copy of Labor Rates Table from AINS GSA Schedule

AINS Inc.
1355 Piccard Drive ♦ Suite 300 ♦ Rockville, MD 20850 ♦ Office: 301.670.2300 ♦ Fax: 301.670.2841 ♦ Web: www.ains-inc.com

Exhibit 1 Technical Support Services Cost

The following is a breakdown of the cost to provide a FOIAXpress Subject Matter Expert (SME) to provide approximately 20 hours per week of on-site assistance to the ITMD staff to maintain the FOIAXpress system and help the FOID end users become proficient with the application for a base year plus four option years. Our quote is based the latest GSA rates in our GSA schedule GS-35F-4747G.

Base Year

ITMD/ESD/FOIDI Technical Support Services Quote

Part Number	Product Description	Qty	GSA Price	Discount Price	Extended Price
Technology Specialist III	TS130	(b)(4)			
6 Month Period of Performance 02 Apr 2008 - 01 Oct. 2008					
Technology Specialist III	TS130	(b)(4)			
6 Month Period of Performance 02 Oct. 2008 - 01 Apr 2009					
				Total	(b)(4)

Option Year One

ITMD/ESD/FOIDI Technical Support Services Renewal Quote

Technology Specialist III	TS130	(b)(4)			
6 Month Period of Performance 02 Apr 2009 - 01 Oct. 2009					
Technology Specialist III	TS130	(b)(4)			
6 Month Period of Performance 02 Oct 2009 - 01 Apr 2010					
				Total	(b)(4)

Option Year Two

ITMD/ESD/FOIDI Technical Support Services Renewal Quote

Technology Specialist III	TS130	(b)(4)			
6 Month Period of Performance 02 Apr 2010 - 01 Oct. 2010					
Technology Specialist III	TS130	(b)(4)			
6 Month Period of Performance 02 Oct. 2010 - 01 Apr 2011					
				Total	(b)(4)

Option Year Three

ITMD/ESD/FOIDI Technical Support Services Renewal Quote

Technology Specialist III	TS130	(b)(4)			
6 Month Period of Performance 02 Apr 2011 - 01 Oct. 2011					
Technology Specialist III	TS130	(b)(4)			
6 Month Period of Performance 02 Oct. 2011 - 01 Apr 2012					
				Total	(b)(4)

Option Year Four

ITMD/ESD/FOIDI Technical Support Services Renewal Quote

Technology Specialist III	TS130	(b)(4)			
6 Month Period of Performance 02 Apr 2012 - 01 Oct. 2012					
Technology Specialist III	TS130	(b)(4)			
6 Month Period of Performance 02 Oct. 2012 - 01 Apr 2013					
				Total	(b)(4)

Option Year Five

ITMD/ESD/FOIDI Technical Support Services Renewal Quote

Technology Specialist III	TS130	(b)(4)			
6 Month Period of Performance 02 Apr 2013 - 01 Oct. 2012					
				Total	(b)(4)

AINS Inc.
1355 Piccard Drive ♦ Suite 300 ♦ Rockville, MD 20850 ♦ Office: 301.670.2300 ♦ Fax: 301.670.2841 ♦ Web: www.ains-inc.com

Date: January 31, 2008

To: (b)(6) CIV.WHS/A&PO/G7

From: Wayne Jewell, AINS Inc. - Vice President of Business Solutions

Reference: Quote for FOIAXpress Technical Support Services

Dear Ms. Wilson,

AINS is pleased to provide you with a price quote to provide FOIAXpress Technical Support Services to the Washington Headquarters Services, Information Technology Management Director (ITMD) in support of the Executive Services Directorate, Freedom of Information Division (ESD/FOID). Exhibit 1 provides the breakdown of all the costs associated with providing the requested technical support services for the Base Year plus four option years. AINS will provide a FOIAXpress Subject Matter Expert (SME) to provide approximately 20 hours per week of on-site assistance to the ITMD staff to maintain the FOIAXpress system and help the FOID end users become proficient with the application. AINS will provide the following technical support services.

Task 1 – Subject Management Expert for FOIAXpress

AINS will provide a FOIAXpress Subject Matter Expert (SME) for on-site assistance to help the FOID end users become proficient with the application. Services the SME will provide include, but are not limited to:

- Assist the FOID management and staff along with the ITMD IT staff in requirements gathering sessions. The requirements gathering sessions will identify new features and functionality required to make the system more productive, as well as problems with the version deployed at the time of each session that are having an adverse effect on productivity.
- Once the requirements and problems are documented, assist the FOID management and staff to prioritize the list for maximum gain.
- Provide input to AINS Configuration Control Board for enhancements to future releases
- Assist the FOID end users with questions regarding FOIAXpress operations such as:
  - Overview of FOIAXpress
  - Working with cases and how to assign a request
  - Perfecting a request
  - How to use the letter generator to send acknowledgement letters and correspond with requesters
  - Assist with creating ad hoc, monthly and annual reports
  - Redacting documents
  - Managing redacted documents
  - Document delivery
  - Perform final case closing actions
  - Provide one-on-one user support, as needed

Task 2 – FOIAXpress Maintenance Support

AINS will provide application software maintenance and limited development support to maintain effective and efficient operations of the FOIAXpress database. All changes to application will be fully tested and documented in accordance with DOD and local Configuration Management procedures. The following services include but are not limited to:

- Assist the ITMD IT staff with technical, database, and FOIAXpress issues as they arise
  - Assist and provide FOIAXpress administrative support
    - Add, modify and delete user accounts, database permissions
  - Coordinate development of patches, scripts and upgrades with AINS Technical Support
  - Assist ITMD IT staff with patches and upgrades
  - Assist ITMD staff load, configure and test new releases of the application and any program/applications code changes
  - Assist ITMD staff perform application backups, exports, compressions and restorations in concert with the WHS standard backup configuration to meet the requirements of DCIN
  - Troubleshoot and resolve application problems that relate to the performance and operation

AINS Inc.
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of FOIAXpress

Task 3 – Public Access Link Implementation and Maintenance Support

AINS will provide implementation and application software maintenance support to install and maintain effective and efficient operations of the Public Access Link application when purchased. All changes to the application will be fully tested and documented in accordance with DOD and local Configuration Management procedures. The following services include, but are not limited to:

- Assist ITMD IT staff with the initial installation, configuration, testing, and deployment of the Public Access Link application
- Provide system documentation and any training required to the ITMD IT staff to maintain the application.
  - Assist the ITMD IT staff with technical, database, and Public Access Link issues as they arise
  - Assist and provide Public Access Link administrative support, if required
    - Add, modify and delete user accounts, database permissions
  - Coordinate development of patches, scripts and upgrades with AINS Technical Support
  - Assist ITMD IT staff with patches and upgrades
  - Assist ITMD staff load, configure and test new releases of the application and any program/applications code changes
  - Assist ITMD staff perform application backups, exports, compressions and restorations in concert with the WHS standard backup configuration to meet the requirements of DCIN
  - Troubleshoot and resolve application problems that relate to the performance and operation of Public Access Link

This price quote is valid through February 28, 2008. Should you have any questions I am available via e-mail at wjewell@ains-inc.com or phone at (301) 670-2301

Warm Regards,

Wayne R. Jewell

Wayne R. Jewell
AINS Inc. – Vice President of Business Solutions

Exhibit 1 Technical Support Services Cost
Attachment Copy of Labor Rates Table from AINS GSA Schedule

AINS Inc.
1355 Piccard Drive ♦ Suite 300 ♦ Rockville, MD 20850 ♦ Office: 301.670.2300 ♦ Fax: 301.670.2841 ♦ Web: www.ains-inc.com

Exhibit 1 Technical Support Services Cost

The following is a breakdown of the cost to provide a FOIAXpress Subject Matter Expert (SME) to provide approximately 20 hours per week of on-site assistance to the ITMD staff to maintain the FOIAXpress system and help the FOID end users become proficient with the application for a base year plus four option years. Our quote is based the latest GSA rates in our GSA schedule GS-35F-4747G.

Base Year

ITMD/ESD/FOIDI Technical Support Services Quote

Part Number	Product Description	Qty	GSA Price	Discount Price	Extended Price
Technology Specialist III	TS130	(b)(4)			
Period of Performance 02 Apr 2008 - 01 Apr 2009					

Year One

ITMD/ESD/FOIDI Technical Support Services Renewal Quote

Technology Specialist III	TS130	(b)(4)
Period of Performance 02 Apr 2009 - 01 Apr 2010		

Year Two

ITMD/ESD/FOIDI Technical Support Services Renewal Quote

Technology Specialist III	TS130	(b)(4)
Period of Performance 02 Apr 2010 - 01 Apr 2011		

Year Three

ITMD/ESD/FOIDI Technical Support Services Renewal Quote

Technology Specialist III	TS130	(b)(4)
Period of Performance 02 Apr 2011 - 01 Apr 2012		

Year Four

ITMD/ESD/FOIDI Technical Support Services Renewal Quote

Technology Specialist III	TS130	(b)(4)
Period of Performance 02 Apr 2012 - 01 Apr 2013		

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Wilson, Ramona CTR WHS/APO/G7

From: Wayne Jewell [WJewell@ains-inc.com]
Sent: Thursday, January 31, 2008 12:41 PM
To: (b)(6) CTR WHS/A&PO/G7
Subject: RE: FOIA EXPRESS TECHNICAL SUPPORT REQUEST FOR QUOTE

Attachments: Technical Support Services Quote 01-31-08.pdf

Technical Support Services Quo... (b)(6)

I understand...I have adjusted the quote.

Regards

Wayne R. Jewell
VP Business Solutions

-----Original Message-----
From: (b)(6) CTR WHS/A&PO/G7 [mailto (b)(6)
Sent: Thursday, January 31, 2008 12:32 PM
To: Wayne Jewell
Subject: RE: FOIA EXPRESS TECHNICAL SUPPORT REQUEST FOR QUOTE

Mr. Jewell,

The price that has been quoted is over the amount that was quoted to the agency. The base year amount is (b)(4) which there is funding for, please adjust your quote accordinly. I would like to make this award this afternoon. Thanks

-----Original Message-----
From: Wayne Jewell [mailto:WJewell@ains-inc.com]
Sent: Tuesday, January 29, 2008 2:02 PM
To: (b)(6) CTR WHS/A&PO/G7
Subject: RE: FOIA EXPRESS TECHNICAL SUPPORT REQUEST FOR QUOTE

(b)(6)

I did it that way because the SOW stated period of Performance would be one year from award of contract. Attached is the revised response reflecting the corrected period of performance.

Let me know if you require anything else.

Regards

Wayne R. Jewell
VP Business Solutions

-----Original Message-----
From: (b)(6) CTR WHS/A&PO/G7 [mailto: (b)(6)
Sent: Tuesday, January 29, 2008 11:42 AM
To: Wayne Jewell
Subject: RE: FOIA EXPRESS TECHNICAL SUPPORT REQUEST FOR QUOTE

Sir,

The performance period should start 02 Apr 2008. Please go back and check your previous contract performance for this service under contract HQ0034-07-F-1089. Also, please update your quote. Thanks

-----Original Message-----
From: Wayne Jewell [mailto:WJewell@ains-inc.com]
Sent: Monday, January 28, 2008 8:45 AM
To: (b)(6) CTR WHS/A&PO/G7
Subject: RE: FOIA EXPRESS TECHNICAL SUPPORT REQUEST FOR QUOTE

(b)(6)

Attached is our response to your request for a quote on Technical Support Services. Let me know if you need any additional information.

Regards

Wayne R. Jewell

VP Business Solutions

Phone: 301-670-2301

Cell: 301-257-2718

From: (b)(6) CTR WHS/A&PO/G7 [mailto (b)(6)
Sent: Thursday, January 24, 2008 3:37 PM
To: Wayne Jewell
Subject: FOIA EXPRESS TECHNICAL SUPPORT REQUEST FOR QUOTE

Mr. Jewel,

Please provide GSA pricing quote for FOIAXpress Technical Support Services, Technology Specialist II (GSA-TS130). Also, please attach a copy of the GSA pricing schedule. The service is 2 days a week the first 6 months and 1 day a week the second six months. Please add in your option pricing for the next
4 years. Please respond by Thursday 31 Jan 2008. Attached is the Statement of Work. Thanks

V/r
(b)(6)
Contract Specialist
<<...>>

Date: January 28, 2008

To: (b)(6) CIV.WHS/A&PO/G7

From: Wayne Jewell, AINS Inc. - Vice President of Business Solutions

Reference: Quote for FOIAXpress Technical Support Services

Dear (b)(6)

AINS is pleased to provide you with a price quote to provide FOIAXpress Technical Support Services to the Washington Headquarters Services, Information Technology Management Director (ITMD) in support of the Executive Services Directorate, Freedom of Information Division (ESD/FOID). Exhibit 1 provides the breakdown of all the costs associated with providing the requested technical support services for the Base Year plus four option years. AINS will provide a FOIAXpress Subject Matter Expert (SME) to provide approximately 20 hours per week of on-site assistance to the ITMD staff to maintain the FOIAXpress system and help the FOID end users become proficient with the application. AINS will provide the following technical support services.

Task 1 – Subject Management Expert for FOIAXpress

AINS will provide a FOIAXpress Subject Matter Expert (SME) for on-site assistance to help the FOID end users become proficient with the application. Services the SME will provide include, but are not limited to:

- Assist the FOID management and staff along with the ITMD IT staff in requirements gathering sessions. The requirements gathering sessions will identify new features and functionality required to make the system more productive, as well as problems with the version deployed at the time of each session that are having an adverse effect on productivity.
- Once the requirements and problems are documented, assist the FOID management and staff to prioritize the list for maximum gain.
- Provide input to AINS Configuration Control Board for enhancements to future releases
- Assist the FOID end users with questions regarding FOIAXpress operations such as:
  - Overview of FOIAXpress
  - Working with cases and how to assign a request
  - Perfecting a request
  - How to use the letter generator to send acknowledgement letters and correspond with requesters
  - Assist with creating ad hoc, monthly and annual reports
  - Redacting documents
  - Managing redacted documents
  - Document delivery
  - Perform final case closing actions
  - Provide one-on-one user support, as needed

Task 2 – FOIAXpress Maintenance Support

AINS will provide application software maintenance and limited development support to maintain effective and efficient operations of the FOIAXpress database. All changes to application will be fully tested and documented in accordance with DOD and local Configuration Management procedures. The following services include but are not limited to:

- Assist the ITMD IT staff with technical, database, and FOIAXpress issues as they arise
  - Assist and provide FOIAXpress administrative support
    - Add, modify and delete user accounts, database permissions
  - Coordinate development of patches, scripts and upgrades with AINS Technical Support
  - Assist ITMD IT staff with patches and upgrades
  - Assist ITMD staff load, configure and test new releases of the application and any program/applications code changes
  - Assist ITMD staff perform application backups, exports, compressions and restorations in concert with the WHS standard backup configuration to meet the requirements of DCIN
  - Troubleshoot and resolve application problems that relate to the performance and operation

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of FOIAXpress

Task 3 – Public Access Link Implementation and Maintenance Support

AINS will provide implementation and application software maintenance support to install and maintain effective and efficient operations of the Public Access Link application when purchased. All changes to the application will be fully tested and documented in accordance with DOD and local Configuration Management procedures. The following services include, but are not limited to:

- Assist ITMD IT staff with the initial installation, configuration, testing, and deployment of the Public Access Link application
- Provide system documentation and any training required to the ITMD IT staff to maintain the application.
  - Assist the ITMD IT staff with technical, database, and Public Access Link issues as they arise
  - Assist and provide Public Access Link administrative support, if required
    - Add, modify and delete user accounts, database permissions
  - Coordinate development of patches, scripts and upgrades with AINS Technical Support
  - Assist ITMD IT staff with patches and upgrades
  - Assist ITMD staff load, configure and test new releases of the application and any program/applications code changes
  - Assist ITMD staff perform application backups, exports, compressions and restorations in concert with the WHS standard backup configuration to meet the requirements of DCIN
  - Troubleshoot and resolve application problems that relate to the performance and operation of Public Access Link

This price quote is valid through February 28, 2008. Should you have any questions I am available via e-mail at wjewell@ains-inc.com or phone at (301) 670-2301

Warm Regards,

Wayne R. Jewell

Wayne R. Jewell
AINS Inc. – Vice President of Business Solutions

Exhibit 1 Technical Support Services Cost
Attachment Copy of Labor Rates Table from AINS GSA Schedule

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Exhibit 1 Technical Support Services Cost

The following is a breakdown of the cost to provide a FOIAXpress Subject Matter Expert (SME) to provide approximately 20 hours per week of on-site assistance to the ITMD staff to maintain the FOIAXpress system and help the FOID end users become proficient with the application for a base year plus four option years. Our quote is based the latest GSA rates in our GSA schedule GS-35F-4747G.

Base Year

ITMD/ESD/FOIDI Technical Support Services Quote

Part Number	Product Description	Qty	GSA Price	Discount Price	Extended Price
Technology Specialist III	TS130	(b)(4)			
Period of Performance 02 Apr 2008 - 01 Apr 2009					

Year One

ITMD/ESD/FOIDI Technical Support Services Renewal Quote

Technology Specialist III	TS130	(b)(4)
Period of Performance 02 Apr 2009 - 01 Apr 2010		

Year Two

ITMD/ESD/FOIDI Technical Support Services Renewal Quote

Technology Specialist III	TS130	(b)(4)
Period of Performance 02 Apr 2010 - 01 Apr 2011		

Year Three

ITMD/ESD/FOIDI Technical Support Services Renewal Quote

Technology Specialist III	TS130	(b)(4)
Period of Performance 02 Apr 2011 - 01 Apr 2012		

Year Four

ITMD/ESD/FOIDI Technical Support Services Renewal Quote

Technology Specialist III	TS130	(b)(4)
Period of Performance 02 Apr 2012 - 01 Apr 2013		

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IT SERVICES PRICELIST

Proposed Modification No. 34
Economic Price Adjustments

Labor Category		Description	Current GSA Rate/Hr. (includes IFF)	Proposed % Increase	GSA Rate/Hr.
PP110	Beginning 02-23-07	Program Manager I			
PS110	Beginning 02-23-07	AINS Product Certified Subject Matter Expert I			
QA110	Beginning 02-23-07	Quality Assurance Specialist I			
QA120	Beginning 02-23-07	Quality Assurance Specialist II			
QA130	Beginning 02-23-07	Quality Assurance Specialist III			
QA140	Beginning 02-23-07	Quality Assurance Specialist IV			
QA150	Beginning 02-23-07	Quality Assurance Specialist V			
SA110	Beginning 02-23-07	Systems Analyst I			
SA120	Beginning 02-23-07	Systems Analyst II			
SA130	Beginning 02-23-07	Systems Analyst III			
SM110	Beginning 02-23-07	Subject Matter Expert I			
SM120	Beginning 02-23-07	Subject Matter Expert II			
SM130	Beginning 02-23-07	Subject Matter Expert III			
SM140	Beginning 02-23-07	Subject Matter Expert IV			
TM110	Beginning 02-23-07	Task Manager I			
TM120	Beginning 02-23-07	Task Manager II			
TS110	Beginning 02-23-07	Technology Specialist I			
TS120	Beginning 02-23-07	Technology Specialist II			
TS130	Beginning 02-23-07	Technology Specialist III			
TS140	Beginning 02-23-07	Technology Specialist IV			

(b)(4)

IT SERVICES PRICELIST

Proposed Modification No. 34
Economic Price Adjustments

Labor Category		Description	Current GSA Rate/Hr. (includes IFF)	Proposed % Increase	GSA Rate/Hr.
AS100	Beginning 02-23-07	**Administrative Specialist** (In support of other Professional Services listed herein only, cannot be ordered separately)	(b)(4)		
CE110	Beginning 02-23-07	Configuration Engineer I			
CE120	Beginning 02-23-07	Configuration Engineer II			
DB110	Beginning 02-23-07	Database Specialist I			
DB120	Beginning 02-23-07	Database Specialist II			
DB130	Beginning 02-23-07	Database Specialist III			
DB140	Beginning 02-23-07	Database Specialist IV			
DC110	Beginning 02-23-07	Document Conversion Specialist I			
DC120	Beginning 02-23-07	Document Conversion Specialist II			
DC130	Beginning 02-23-07	Document Conversion Specialist III			
DC140	Beginning 02-23-07	Document Conversion Specialist IV			
DC140	Beginning 02-23-07	Document Conversion Specialist V			
DE110	Beginning 02-23-07	Developer I			
DE120	Beginning 02-23-07	Developer II			
DE130	Beginning 02-23-07	Developer III			
DE140	Beginning 02-23-07	Developer IV			
DS110	Beginning 02-23-07	Documentation Specialist I			
DS120	Beginning 02-23-07	Documentation Specialist II			
ET110	Beginning 02-23-07	Equipment Technician I			
ET120	Beginning 02-23-07	Equipment Technician II			

IT SERVICES PRICELIST

Proposed Modification No. 34
Economic Price Adjustments

Labor Category		Description	Current GSA Rate/Hr. (includes IFF)	Proposed % Increase	GSA Rate/Hr.
HD110	Beginning 02-23-07	Help Desk Specialist I	(b)(4)		
HD120	Beginning 02-23-07	Help Desk Specialist II			
HD130	Beginning 02-23-07	Help Desk Specialist III			
HD140	Beginning 02-23-07	Help Desk Specialist IV			
NE110	Beginning 02-23-07	Network Engineer I			
NE120	Beginning 02-23-07	Network Engineer II			
NE130	Beginning 02-23-07	Network Engineer III			
NE140	Beginning 02-23-07	Network Engineer IV			
NE150	Beginning 02-23-07	Network Engineer V			
OA110	Beginning 02-23-07	Office Automation Specialist I			
OA120	Beginning 02-23-07	Office Automation Specialist II			
PC110	Beginning 02-23-07	PC/LAN Specialist I			
PC120	Beginning 02-23-07	PC/LAN Specialist II			
PC130	Beginning 02-23-07	PC/LAN Specialist III			
PD110	Beginning 02-23-07	Product Consultant I			
PD120	Beginning 02-23-07	Product Consultant II			
PE110	Beginning 02-23-07	Principal Network Engineer I			
PE120	Beginning 02-23-07	Principal Network Engineer II			
PM110	Beginning 02-23-07	Project Manager I			
PM120	Beginning 02-23-07	Project Manager II			

Administrative Specialist *(In support of other Professional Services listed herein only, cannot be ordered separately)*

Minimum/General Experience: Minimum education experience

Functional Responsibility: Enter data into a database. Files documents. Reviews, verifies and processes documentation according to established procedures. Responds to information requests. Keeps a variety of records. Receives and sorts mail, inventory and other items.

Minimum Education: High School diploma or GED

AINS Product Certified Subject Matter Expert I

Minimum/General Experience: Up to two (2) years of experience in one or more of AINS' major COTS products, including FOIAXpress, CATXpress, SCANXpress, or REDACTXpress. Experience to include requirements analysis, software configuration, or the development of custom training material. Proficient in written and verbal communication in order to maintain high quality systems documentation. Strong interpersonal skills and problem solving techniques are necessary.

Functional Responsibility: Manage and configure COTS application; populate databases with use cases; provide desk-side support to end users; assist in developing training material and user documentation. Maintain a professional relationship with customers and system users.

Minimum Education: High School diploma or GEDand AINS Product Certification(s).

Configuration Engineer I

Minimum/General Experience: Two years of Software Configuration Management experience (including COTS software configuration management) and experience using tools (e.g., PVCS, MS Version Manager). PC experience in a client/server environment is necessary. Good oral and written skills are also a requirement.

Functional Responsibility: Responsible for assisting in the maintenance of Configuration Management environment. Maintain configuration management procedures.

Minimum Education: BS or equivalent is required.

Configuration Engineer II

Minimum/General Experience: Three (3) to five (5) years of software experience (including COTS software configuration management) and one (1) to two (2) years of software testing. One (1) to two (2) years of configuration management, as well as PC experience in a client/server environment. An understanding of Web based solutions is necessary.

Functional Responsibility: Defines the process used to manage both configuration and system testing for a web based software development shop. Implement the process and education of the development team on how to use the processes. Oversee testing of all applications prior to system integration testing. Work with a combination of technologies (e.g., Windows and UNIX) and desktop workstations including client and server software).

Minimum Education: BS or equivalent is required.

Database Specialist I

Minimum/General Experience: Two (2) years experience in data processing.

Functional Responsibility: Under direction of senior staff, perform basic data base operations functions.

Minimum Education: BS in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Database Specialist II

Minimum/General Experience: Four (4) years technical experience of which at least one (1) year have been direct database administration including formulating and implementing procedures for database management, database performance optimization and security maintenance. The one (1) year direct experience will be waived with a recognized industry certification in database administration.

Functional Responsibility: Establishes procedures for operations of the data base and data base management system and ensures compliance. Collects data elements and prepares data base specifications. Develops, maintains, and controls the data dictionary. Consults with programmers and users to develop test data to exercise the data base and user-applications software. Participates in logical and physical data base designs. Maintains control programs required for accessing data bases. Maintains, refines/enhances the data base and modifies logical relationships, as necessary. Implements procedures for testing the back-up and recovery procedures of automated systems and security and privacy of automated systems Monitors performance statistics. Performs performance tuning. Prepares reports as required.

Minimum Education: Bachelor's degree in a related discipline or an equivalent combination of education and training that provides the required KSAs.

Database Specialist III

Minimum/General Experience: Five (5) years technical experience of which at least two (2) years have been database development and administration including designing databases, and formulating and implementing procedures for database management, database analysis of performance and security maintenance. The two (2) year direct experience will be waived with a recognized industry certification in database management.

Functional Responsibility: Conducts requirements analysis and establishes sound database designs for large, complex databases in various technologies (e.g., Oracle, SQL Server). Collects data elements and prepares data base specifications for data, content, and or image management systems. Prepares reports, as required.

Minimum Education: Bachelor's degree in a related discipline or an equivalent combination of education and training that provides the required KSAs.

Database Specialist IV

Minimum/General Experience: Five (5) years experience, of which at least three years must be specialized experience in the data base(s) being supported. General experience includes operations experience on a large-scale computer system or a multi-server local area network.

Functional Responsibility: Supervises and manages the daily activities of configuration and operation of databases which may be mainframe, mini, or client/server based. Optimizes system operation and resource utilization, and performs system capacity analysis and planning.

Minimum Education: BS in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Document Conversion Specialist I

Minimum/General Experience: Requires good organizational skills and excellent manual dexterity.

Functional Responsibility: Provides prep services for document conversion and scanning. This process converts paper documents into electronic images. This work includes: unboxing work folders, identifying proper work folders, removing staples, paper clips and/or binders, breaking apart book or manual bindings, making copies of dual sided pages, making enlarge or reduced copies of small over-sized documents, re-assembling scanned documents, packing documents for final disposition.

Minimum Education: High School diploma or GED

Document Conversion Specialist II

Minimum/General Experience: Requires accurate typing skills.

Functional Responsibility: Provides services for document conversion and scanning. This process converts paper documents into electronic images. This work includes: barcode data entry, document preparation, batch scanning, indexing, re-assembly, quality control, re-scanning, and quality assurance.

Minimum Education: High School diploma or GED.

Document Conversion Specialist III

Minimum/General Experience: Six (6) month experience as a Document Conversion Specialist. Requires competence in all phases of document conversion. Also requires knowledge of imaging and document conversion technology (including leading COTS solutions, e.g., Captiva, ScanXpress and Kodak).

Functional Responsibility: Supervises Document Conversion Specialists I & II, advises Document Conversion Manager on status of projects, develops work schedules .

Minimum Education: High School diploma or GED

Document Conversion Specialist IV

Minimum/General Experience: Five (5) years of supervisory experience in a Document Conversion Facility or other related production environment. Requires competence in all phases of production management techniques including: scheduling, workforce development, and human resources. Also requires knowledge of imaging and document conversion technology (including leading COTS solutions, e.g., Captiva, ScanXpress and Kodak).

Functional Responsibility: Manages all aspects of Document Conversion process, attends client meetings, prepares reports, schedules, meeting minutes and presentations.

Minimum Education: Bachelor's degree or Associates degree plus four (4) years related experience.

Document Conversion Specialist V

Minimum/General Experience: Six (6) years of technical experience that includes four (4) years of relevant imaging experience which applies to systems analysis and design techniques for complex imaging systems . Requires competence in all phases of imaging systems analysis techniques, concepts and methods; also requires knowledge of available imaging hardware, systems software, input/output devices, structure and management practices.

Functional Responsibility: Provides support to design and engineer complex imaging systems (including solutions, e.g., Hummingbird, Documentum, CATXpress, FOIAXpress, and ScanXpress), formulating requirements, advising on alternative approaches and conducting feasibility studies.

Minimum Education: Bachelor's degree in a related discipline or an equivalent combination of education and training that provides the required KSAs.

Developer I

Minimum/General Experience: One (1) year of computer programming experience.

Functional Responsibility: Translate detail program flowcharts into program-coded instructions used by third and forth-generation, or current state-of-the-art computers.

Minimum Education: BA or BS degree with two years of equivalent experience in related field.

Developer II

Minimum/General Experience: Strong technical background to include three (3) - five (5) years of software/web development experience. A minimum of six months cold fusion experience or other COTS application development software. One (1) year of MS SQL Server or Oracle, or equivalent databases. Experience in a client/server environment.

Functional Responsibility: Responsible for writing and maintaining code in a web based software development shop. Maintain and develop web pages. Contribute to all aspects of the web building process, to include page layout, graphic design, and Java scripting. Work with a combination of Windows and IIS servers, relational databases and Web browsers. A good understanding of web based solutions is necessary.

Minimum Education: BS or equivalent experience is required.

Developer III

Minimum/General Experience: Strong technical background to include five (5) - seven (7) years of software/web development, mainframe, and or imaging experience. A minimum of three (3) years software development, system programming, and or database development.

Functional Responsibility: Responsible for developing web-based software and other software and hardware solutions using web browsers; backend servers (including database servers and client-server platforms); operating systems (e.g., Windows and UNIX); and image storage and retrieval systems (e.g., Documentum and Hummingbird). Designs detailed programs, flowcharts, and diagrams.

Minimum Education: Bachelor's degree in a related discipline or an equivalent combination of education and training that provides the required KSAs.

Developer IV

Minimum/General Experience: Strong technical background to include Five (5) - Seven (7) years of software/web development experience. A minimum of one (1) year cold fusion experience. Two (2) to three (3) years of MS SQL, Oracle, or equivalent databases.

Functional Responsibility: Responsible for managing the development of code in a web based software development shop. Contribution to all aspects of building web-based solutions, to include integration's (e.g., web based frontends, COTS, middleware). Work with a combination of technologies (e.g., Windows, server-based computing, relational databases, Web browsers). A solid understanding of web-based solutions is necessary.

Minimum Education: BS or equivalent experience is required.

Documentation Specialist I

Minimum/General Experience: One (1) year experience writing technical reports, software documentation, technical manuals and proposals. Knowledge of industry leading word processing software and knowledge of desktop publishing software. Coordination of production and distribution of material.

Functional Responsibility: Interview technical personnel and end-users to increase understanding of document requirements for format, content and organization. Checks for accuracy and completeness of all deliverables. Writes, rewrites and edits technical documents. Proof reads documentation. Develops outlines, graphs and tables. Checks graphs and charts for accuracy.

Minimum Education: Bachelor's degree in a related discipline or an equivalent combination of education and training that provides the required KSAs.

Documentation Specialist II

Minimum/General Experience: Three (3) years experience, of which at least one (1) year must be specialized. Specialized experience includes: demonstrated experience in editing documents, including technical documents. Demonstrated ability to work independently or under only general direction.

Functional Responsibility: Assist in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents.

Minimum Education: Bachelor's degree in English, Literature, or other related experience.

Equipment Technician I

Minimum/General Experience: Two (2) years of technical experience which applies to the setup, installation and maintenance of computer hardware.

Functional Responsibility: Provides support to uncrate, setup, install and maintain computers and related imaging hardware. Installations and configures operating systems, utilities and network connectivity software. Deinstalls and reinstalls computers and peripheral equipment. Under minimum supervision, installs, maintains, and repairs voice, data and video equipment, and related apparatus. Also requires knowledge of maintenance procedures including in-warranty or out-of-warranty repairs.

Minimum Education: AA degree or related technical certificate.

Equipment Technician II

Minimum/General Experience: Five (5) years of technical experience which applies to the setting up, installation and maintenance of computer hardware.

Functional Responsibility: Provides support to uncrate, setup, install and maintain computers and related imaging hardware. Installations and configures operating systems, utilities and network connectivity software. Deinstalls and reinstalls computers and peripheral equipment. Under minimum supervision, installs, maintains, and repairs voice, data and video equipment, and related apparatus. Assesses complex problems, investigates and resolves problems presented. Schedules installation of equipment with office staff. Directs the activities of lower-level personnel. Also requires knowledge of maintenance procedures including in-warranty or out-of-warranty repairs.

Minimum Education: AA degree or related technical certificate.

Help Desk Specialist I

Minimum/General Experience: One (1) year of experience that includes: knowledge of PC operating systems, e.g., DOS, Windows, as well as networking and mail standards and work on a help desk.

Functional Responsibility: Provide phone support to users in the areas of e-mail, directories, standard Windows desktop applications, and developed applications . Serve as the initial point of contact for troubleshooting hardware/software (including imaging systems or processes).

Minimum Education: A HS Diploma and a minimum of one year experience using PCs.

Help Desk Specialist II

Minimum/General Experience: Two (2) years experience which includes: knowledge of PC operating systems, e.g., DOS, Windows, as well as networking and mail standards and work on a help desk. General experience includes information systems development and other work in the client/server field, imaging systems or imaging operations, and or related fields.

Functional Responsibility: Provide phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and developed applications. Serve as the initial point of contact for troubleshooting hardware/software (including imaging components), and other network-based application problems.

Minimum Education: HS Diploma and a minimum of two years experience using PCs.

Help Desk Specialist III

Minimum/General Experience: Three (3) years experience, of which at least one year must be specialized. Specialized experience includes: knowledge of PC operating systems, as well as networking and mail standards and work on a help desk. General experience includes information systems development and other work in the client/server field, and or related fields (including support of COTS imaging systems or imaging operations).

Functional Responsibility: Provides phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, web-based applications, imaging applications and or operations.

Minimum Education: An Associate's degree in Computer Science, Information Systems, Engineering, Business, or other related experience. Note: With a Bachelor's degree (in the fields described above), four years general experience of which at least two years must be specialized experience is required.

Help Desk Specialist IV

Minimum/General Experience: Five (5) years experience with some specialized experience that includes: management of help desks in a multi-server environment, comprehensive knowledge of PC operating systems, e.g., DOS, Windows, as well as networking and mail standards and supervision of help desk employees. General experience includes information systems development, network and other work in the client/server field, or related fields.

Functional Responsibility: Provides daily supervision and direction to staff who are responsible for phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and other developed applications . Serves as the first point of contact for troubleshooting hardware/software PC and printer problems.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related experience.

Network Engineer I

Minimum/General Experience: One (1) years of LAN and WAN experience and six moths of NT experience as well as a good understanding of MS Windows and Office. Experience with trouble-shooting and PC support.

Functional Responsibility: Duties include Windows and Unix servers, as well as network maintenance and connectivity support. Maintain user and group accounts. Perform general PC, server and software support as necessary, and troubleshoot and correct printing issues. Perform duties directed by more senior engineers.

Minimum Education: BS or equivalent experience.

Network Engineer II

Minimum/General Experience: Three (3) years of LAN and WAN experience and one (1) year of NT experience as well as a good understanding of MS Windows and Office. Experience with trouble-shooting and PC support.

Functional Responsibility: Duties include Windows and Unix server support, network maintenance and connectivity support, maintaining user and group accounts; monitoring exchange server usage, queue status, and coordinating users' actions to correct exceeding space allowances. Monitoring backups and manage restore requests, monitoring SAN connectivity, and monitoring, maintaining, creating, and deleting file shares as necessary to facilitate the successful implementation of projects. Set up and configure laptops with specific software and connectivity. Write and troubleshoot new scripts to help automate processes. Perform general PC and software support as necessary, and troubleshoot and correct printing issues.

Minimum Education: BS or equivalent experience.

Network Engineer III

Minimum/General Experience: Four (4) years technical experience designing and implementing physical and logical communication networks. Executes work statements using proper test data and procedures. Tests and debugs all systems software and hardware.

Functional Responsibility: Analyzes customer's voice, data and image requirements and develops cost effective solutions. Prepares workprints and schematics for the placement, implementation, rearrangement or removal of voice, data and video/audio cables and associated hardware. Analyzes, selects and designs circuit paths, transmission logic and hardware to connect localized networks. Evaluates projected network usage, signaling characteristics and proposed network media. Recommends media that will ensue transport and receipt of voice, data and video/audio signaling. Assess the need for capacity modifications. Evaluates new products and technologies. Supervises lower level staff.

Minimum Education: Master's degree in a related discipline or an equivalent combination of education and training that provides the required KSAs that includes a Bachelor's degree in a related discipline and four years of related work experience.

Network Engineer IV

Minimum/General Experience: Eight (8) years technical experience of which include five (5) years of relevant network design engineering and support and have excellent task management and communication skills. Must have extensive experience in the design, engineering and operation of large scale networks (100 nodes or greater). Should have sound knowledge of two or more of the following LAN/WAN protocols: TCP/IP, SNMP, IPX, ATM, OSPF, BGP or SNA. Must be experienced in configuring routers, hubs, firewalls and switches.

Functional Responsibility: Monitors network hardware operations to ensure properly set configuration options. Plans implementation of enhancements and upgrades to the network. Performs cost/benefit studies of network configurations and recommends enhancements. Directs the acquisition, installation and testing of network hardware. Advises network users of hardware requirements, configurations and limitations. Isolates, resolves or circumvates network problems. Instructs operations personnel on use of new equipment. Initiates and coordinates repair of vendor-owned equipment. Maintains contact with vendors during problem restoration and advises customer and management of restoration status.

Minimum Education: Bachelor's degree in a related discipline or an equivalent combination of education and training that provides the required KSAs.

Network Engineer V

Minimum/General Experience: Six (6) years technical experience with Local Area (LAN) and Wide Area (WAN) networks and connectivity. Must have extensive experience in the design, engineering and operation of large scale networks (200 nodes or greater). Should have sound knowledge of three or more of the following LAN/WAN protocols: TCP/IP, SNMP, IPX, ATM, OSPF, BGP or SNA. Must be experienced in specifying and configuring network communications devices.

Functional Responsibility: Responsible for connecting Local Area Networks to mainframe networks using TCP/IP, IPX, and SNA Gateway. Leads and oversees the efforts of juniior network Engineers. Reviews plans and designs for implementation of enhancements and upgrades to the network. Reviews cost/benefit studies of network configurations and recommends enhancements. Oversees the acquisition, installation and testing of network hardware. Advises the Project Manager and customer management on network toplogy, platform selection, architecture alternatives and limitations.

Minimum Education: Bachelor's degree in a related discipline or an equivalent combination of education and training that provides the required KSAs.

Office Automation Specialist I

Minimum/General Experience: Two (2) years technical experience of assisting organizational staff in the use of advanced computing and office automation technology.

Functional Responsibility: Assists staff in the operation of computers and office automation technology. Prepares and manages documentation (e.g., procedures, standards manuals) in an efficient manner by leveraging knowledge and experience in hardware, software, and administrative systems. Resolves users problems and provides useful information to clients. Resolves hardware and software malfunctions. Calls vendors for maintenance. Maintains logs and records of usage and maintenance. Installs desktop software.

Minimum Education: Bachelor's degree in a related discipline or an equivalent combination of education and training that provides the required KSAs.

Office Automation Specialist II

Minimum/General Experience: Five (5) years technical experience of assisting organizational staff in the use of advanced computing and office automation technology.

Functional Responsibility: Performs daily administration of office automation technology. Assists staff in the operation of computers and office automation technology. Resolves users problems and provides useful information to clients. Resolves hardware and software malfunctions. Calls vendors for maintenance. Maintains logs, develops documentation, procedures, reports, and records of usage and maintenance. Installs desktop software. Assists Office Automation Specialists in fulfilling their responsibilities.

Minimum Education: Bachelor's degree in a related discipline or an equivalent combination of education and training that provides the required KSAs.

PC/LAN Specialist I

Minimum/General Experience: Experience with Windows and Microsoft Office.

Functional Responsibility: Provide Help Desk and PC Support; answer and log Help Desk calls; respond to user questions, perform PC and printer repairs, support Office 97 and other standard software packages. Work on Intel-based PCs along with MS Office and Windows and Token Ring network, and Macintosh support.

Minimum Education: HS Diploma and a minimum of 6-months related experience.

PC/LAN Specialist II

Minimum/General Experience: Two (2) years of PC repair and support. Experience with MS Windows and Office. Problem solving and diagnostic skills.

Functional Responsibility: Answer and log Help Desk calls, respond to user questions, perform PC and printer repairs, support MS Office and other standard software packages. Work on Intel-based PCs along with MS Office, Windows Token Ring network, and Macintosh support.

Minimum Education: HS Diploma and a minimum of 1 year of related experience.

PC/LAN Specialist III

Minimum/General Experience: Two (2) years help desk experience and Four (4) to six (6) years of PC repair and support. Experience with Windows and Microsoft Office. Problem solving and diagnostic skills.

Functional Responsibility: Answer and log Help Desk calls. Responsible for resolving all help desk related calls and report generation. Duties include: installation of hardware such as printers, PCs and laptops as well as the installation of standard software; meeting logistics, e.g. setting up the hardware for demonstrations, preparing the PCs (software and hardware) in the training rooms, assisting with network tasks to include some light lifting of equipment.

Minimum Education: HS Diploma.

Product Consultant I

Minimum/General Experience: 6 years of progressive experience in information systems architecture design and implementation, two (2) of which must be in analysis, requirements specification, and implementation of integrated IT solutions involving in-depth knowledge of specific COTS products.

Functional Responsibility: Provides high-level support for problem definition, analysis, requirements development, and implementation for logistics and related information systems. Makes recommendations and advises on organization-wide system improvements, evaluation and implementation of COTS products, optimization or maintenance efforts for logistics and related information systems in one or more of the following specialties: information systems architecture; networking; telecommunications; automation; communications protocols; software; life-cycle management; and software development methodologies.

Minimum Education: Bachelor degree in computer science, systems analysis, business process analysis or related field.

Product Consultant II

Minimum/General Experience: 8 years of progressive experience in information systems architecture design and implementation, three (3) of which must be in analysis, requirements specification, and implementation of integrated IT solutions involving in-depth knowledge of specific COTS products.

Functional Responsibility: Provides high level technical, managerial, and administrative consulting and guidance on the identification, selection, and implementation of COTS products in selected functional areas. Maintains current knowledge of existing and emerging information technology products and solutions and related industry best practices. Evaluates the potential impact and cost/benefit of adopting particular COTS products or solutions in light of customer management and technical requirements. Understands both business environment and information technology aspects and able to provide leadership to a technology or development team. Work closely with customers and users; provides expert liaison with and vendors and supplier. Prepares implementation plans, test and acceptance plans, and technology evaluation reports and briefings.

Minimum Education: Bachelor degree in computer science, systems analysis, business process analysis or related field.

Principal Network Engineer I

Minimum/General Experience: Four (4) years technical experience of which two (2) years shows performance with related messaging technologies. Must be certified in the appropriate (e.g., ATM, Microsoft Office) product. Must have experience in designing networks, messaging and/or groupware systems.

Functional Responsibility: Work closely with the Project Manager to ensure development and analysis remains on time. Familiar with messaging backbones across a variety of networks and operating systems. Supports all aspects of electronic mail systems including design, configuration, monitoring, technical support and administration. Maintains and supports departmental offices, SMTP, X.400 and Internet gateways. Implements procedures for testing the back-up and recovery procedures of automated systems and security and privacy of automated systems. Monitors performance statistics. Performs performance tuning. Prepares reports as required. Understands groupware application development and dynamics and client/server relationships. Develops plans and performs/supervises assignments of substantial variety and complexity. Integrates Exchange technology within Novell or Unix environments.

Minimum Education: Bachelor's degree in related discipline or an equivalent combination of education and training that provides the required KSAs.

Principal Network Engineer II

Minimum/General Experience: Fifteen (15) years technical experience designing and implementing large complex physical and logical communication networks. Prepares work statements, test data and procedures. Originates appropriate tests to evaluate, test and debug all systems software and hardware. Must be experienced in network architectures, network modeling and performance analysis.

Functional Responsibility: Reviews and analyzes customer's voice, data and image requirements and develops cost effective solutions. Reviews and analyzes workprints and schematics for the placement, implementation, rearrangement or removal of voice, data and video/audio cables and associated hardware. Analyzes, selects and designs circuit paths, transmission logic and hardware to connect localized networks. Determines projected network usage, signaling characteristic and proposed network media. Recommends media that will ensure transport and receipt of voice, data and video/audio signaling. Assess the need for capacity modifications. Evaluates new products and technologies. Supervises lower level staff.

Minimum Education: Master's degree in a related discipline or an equivalent combination of education and training that provides the required KSAs that includes a Bachelor's degree in a related discipline and four years of related work experience.

Project Manager I

Minimum/General Experience: Ten (10) years technical experience providing management and technical support to all project tasks and personnel. Provides overall direction for all project related activities. Exercises analytical skill to resolve administrative, technical and managerial problems.

Functional Responsibility: Serves as the interface with the Government CO and COR in the absence of a senior Project Manager. Provides support to the design and engineering of complex systems. Responsible for all aspects of project performance including technical, contractual, administrative and financial obligations. Manages and supervises personnel involved in all aspects of project activity. Organizes and assigns responsibilities to subordinates and oversees the successful completion of all assigned tasks. Maintains technical and financial reports to show progress to management and client. Provides support to marketing personnel in identifying new business requirements. Ensures the development, maintenance and implementation of a Program Management Plan that guides the performance of all functional activities performed on a project.

Minimum Education: Bachelor's degree in a related discipline or an equivalent combination of education and training that provides the required KSAs.

Project Manager II

Minimum/General Experience: Ten (10) years of technical experience, of which at least five (5) years must be specialized. Specialized experience includes: project development from inception to deployment, expertise in technology management, coordination of project resources (e.g., funds, staff, or time) using complex reporting mechanisms, demonstrated capability in managing multi-task projects. General experience includes increasing responsibilities in information systems design and/or management.

Functional Responsibility: Serves as the interface with the Government CO and COR in the absence of the Program Manager. Manages the technical requirements, and implementation efforts for complex systems Assists with coordination of contractual, administrative and financial controls. Maintain technical status, and project status reports.

Minimum Education: Bachelor's degree in a related discipline or an equivalent combination of education and training that provides the required KSAs.

Program Manager I

Minimum/General Experience: Fifteen (15) years experience, of which at least ten (10) years must be specialized. Specialized experience includes: project development from inception to deployment, expertise in management and control of funds and resources using complex reporting mechanisms, demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity. General experience includes increasing responsibilities in information systems design and/or management.

Functional Responsibility: Serves as authorized interface with the Government Contracting Officer (CO), the contract level Contracting Officer's Representative (COR), government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Responsible for overall contract performance.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related experience.

Quality Assurance Specialist I

Minimum/General Experience: One year experience in client/server environment.

Functional Responsibility: Executes test scripts as required. Under direction, tests the computer software and fills out the required documentation.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related experience.

Quality Assurance Specialist II

Minimum/General Experience: Three (3) years experience, of which at least two years must be specialized in a testing/configuration management area. Demonstrated ability to work independently or under general direction.

Functional Responsibility: Analyzes functional business applications and design specifications for functional activities. Develop block diagrams, test scripts and logic flow charts as required. Test the computer software, prepares required documentation.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related experience.

Quality Assurance Specialist III

Minimum/General Experience: Ten (10) years experience managing or performing software engineering activities, of which at least eight (8) years must be specialized. General experience includes increasing responsibilities in software engineering activities and knowledgeable of applicable standards.

Functional Responsibility: Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques and Computer Aided Software Engineering (CASE) tools. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques. Supervises software configuration management and testing.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related experience.

Quality Assurance Specialist IV

Minimum/General Experience: Eight (8) years of software experience and three (3) years of software testing. PC experience in a client/server environment also required.

Functional Responsibility: Responsible for managing and executing the processes used for both configuration and system testing. Manage testing teams and oversee testing of all applications prior to system integration testing. Provide written documentation. Work with a combination of Windows/NT servers and desktop workstations including client and server software.

Minimum Education: BS or equivalent.

Quality Assurance Specialist V

Minimum/General Experience: Ten (10) years of software experience of which four (4) years of software testing. PC experience in a client/server environment also required.

Functional Responsibility: Responsible for managing and executing the processes used for both configuration and system testing. Manage testing teams and oversee testing of all applications prior to system integration testing. Provide written documentation. Work with a combination of technologies (e.g., Windows, UNIX servers, and desktop workstations including client and server software).

Minimum Education: BS or equivalent.

Systems Analyst I

Minimum/General Experience: Four (4) years technical experience performing complex systems analysis using both standard and non-standard analysis, design and evaluation methods. Experience includes mainframe, client-server, web-based platforms and or COTS technologies including languages, utilities, products, their installation, integration, maintenance, configuration and performance optimization.

Functional Responsibility: Establishes the framework for new automated systems from the conduct of feasibility studies to post-implementation evaluation. Advises policy making officials on system designs and ADP forecasts. Plans, conducts and coordinates studies of a broad and complex nature necessitating the application of advanced system analysis techniques. Analyzes and evaluates existing or proposed COTS integrated systems and devises computer systems to process data. Prepares detailed program specifications and flowcharts, and coordinates the system's installation for the user department. ensuring satisfactory results. Contacts equipment and software manufacturers concerning technical developments. Develops and maintains date processing applications which meet customer business needs.

Minimum Education: Master's degree in a related discipline or an equivalent combination of education and training that provides the required KSAs that includes a Bachelor's degree in a related discipline and four years of related work experience.

Systems Analyst II

Minimum/General Experience: Eight (8) years technical experience performing complex systems analysis using both standard and non-standard analysis, design and evaluation methods.

Functional Responsibility: Provides programming and technical leadership in determining/support customer requirements for major operational systems. Direct lower level System Analyst in establishing the framework for new automated systems from the conduct of feasibility studies to post-implementation evaluation of COTS implementation and developing integrated systems. Advises policy making officials on system designs and ADP forecasts. Plans, conducts, and directs systems projects of major importance and difficulty. Analyzes and evaluates existing or proposed systems and devises computer systems to process data. Prepares detailed program specifications and flowcharts. Conducts continuing review of computer technology development.

Minimum Education: Master's degree in a related discipline or an equivalent combination of education and training that provides the required KSAs that includes a Bachelor's degree in a related discipline and four years of related work experience.

Systems Analyst III

Minimum/General Experience: Eight (8) years of technical experience in performing complex systems analysis design and evaluation methods. Experience includes mainframe, client-server, web-based platforms or COTS technologies including application languages, utilities, products, their installation, integration, maintenance, configuration and performance optimization.

Functional Responsibility: Maintains host operating systems, communication software, database software and utility programs. Directs testing and implementation of all software and hardware configuration changes. Analyzes system software and hardware problems. Prepares program and test specifications. Tracks systems problems with operations staff and establishes problems resolution procedures. Participates in structured walk-throughs. Assists lower-level system programmers.

Minimum Education: Bachelor's degree in a related discipline or an equivalent combination of education and training that provides the required KSAs.

Subject Matter Expert I

Minimum/General Experience: Strong technical background to include: One (1) to three (3) years experience in COTS product experience in HW/SW product administration, PC experience in a client server environment. Proficient in written and verbal communication in order to maintain high quality systems documentation. Strong interpersonal skills and problem solving techniques are necessary.

Functional Responsibility: Manage and configure COTS application. Install and configure OS and Data Bases on the Client and Servers. Develop and maintain catastrophic recover procedures and frequent application upgrades. Maintain a professional relationship with system users and provide system support.

Minimum Education: BS or equivalent is required

Subject Matter Expert II

Minimum/General Experience: Strong technical background to include: Five (5) years technology experience of which 2 years experience is in the specific field of expertise (e.g., in COTS software, enterprise solutions, technical platforms). Experienced in the analysis, design, development, or administration of information technology systems, applications, or packaged products and solutions. Proficient in written and verbal communication in order to maintain high quality systems documentation. Strong interpersonal skills and problem solving techniques are necessary.

Functional Responsibility: Manage and configure COTS application. Install and configure OS and Data Bases on the Client and Servers environments. Develop and maintain catastrophic recovery procedures and frequent application upgrades. Maintain a professional relationship with system users and provide system support.

Minimum Education: BS or equivalent is required

Subject Matter Expert III

Minimum/General Experience: Strong technical background to include: Six (6) years technology experience of which two (2) years experience in the specific field of expertise (e.g., in COTS software, enterprise solutions, technical platforms). Experienced in the analysis, design, development, or administration of information technology systems, applications, or packaged products and solutions. Proficient in written and verbal communication in order to maintain high quality systems documentation. Strong interpersonal skills and problem solving techniques are necessary.

Functional Responsibility: Serves as a technology expert in the architecture and development of large systems requiring state-of-the-art technology that is based on complex engineering techniques and/or processes. Provides expert, independent services and leadership in specialized technical areas. Leverages expertise and specialization in products (e.g., Captiva, Hummingbird, Documentum, CATXpess), functional areas (e.g., records mgmt, EVMS, financial mgmt, administration of systems), or IT solutions (e.g., development and maintenance of catastrophic recovery procedures and application upgrades). Demonstrates progressive accomplishments as an expert in large and complex information technology systems implementations. Possesses expertise is applied across multiple information technology platforms and the integration of diverse architectures. Demonstrates the ability to work independently or under only general direction.

Minimum Education: BS or equivalent

Subject Matter Expert IV

Minimum/General Experience: Strong technical background to include: Seven(7) years technology experience of which three (3) years experience in the specific field of expertise (e.g., in COTS software, enterprise solutions, technical platforms). Experienced in the analysis, design, development, or administration of information technology systems, applications, or packaged products and solutions. Proficient in written and verbal communication in order to maintain high quality systems documentation. Strong interpersonal skills and problem solving techniques are necessary.

Functional Responsibility: Serves as a technology expert in the architecture and development of large systems requiring state-of-the-art technology that is based on complex engineering techniques and/or processes. Provides expert, independent services and leadership in specialized technical areas. Leverages expertise and specialization in products (e.g., Captiva, Hummingbird, Documentum, CATXpess), functional areas (e.g., records mgmt, EVMS, financial mgmt, administration of systems), or IT solutions (e.g., development and maintenance of catastrophic recovery procedures and application upgrades). Demonstrates progressive accomplishments as an expert in large and complex information technology systems implementations. Possesses expertise is applied across multiple information technology platforms and the integration of diverse architectures. Demonstrates the ability to work independently or under only general direction.

Minimum Education: BS or equivalent

Task Manager I

Minimum/General Experience: Four (4) years technical experience. Provides technical and administrative direction to a single project task. Uses analytical skills to solve various task related problems.

Functional Responsibility: Works with the project team and the COR and designated Project Manager to develop and execute detailed task assignment plans for all task personnel and resources assigning priorities as needed to maximized productivity. Prepares and present progress reports for management and client on schedule, technical and cost status of each task. Applies corporate human resource policies and procedures as needed for maintaining good employee relations and staff development.

Minimum Education: Bachelor's degree in a related discipline or an equivalent combination of education and training that provides the required KSAs.

Task Manager II

Minimum/General Experience: Eight (8) years technical experience. Provides technical and administrative direction to a single project task. Uses analytical skills to solve various task related problems.

Functional Responsibility: Works with the project team and the COR and designated Project Manager to develop detailed task assignment plans for all task personnel and resources, assigning priorities as needed to maximize productivity. Prepares and present progress reports for management and client on schedule, technical and cost status of each task. Applies corporate human resource policies and procedures as needed for maintaining good employee relations and staff development.

Minimum Education: Bachelor's degree in a related discipline or an equivalent combination of education and training that provides the required KSAs.

Technology Specialist I

Minimum/General Experience: Three (3) years of data processing experience with a minimum of 1 year within the specialized area. Experience with full IT Life cycle from requirements analysis and planning, to testing, implementation and user support.

Functional Responsibility: Infrastructure design and engineering, systems integration management, configuration management (infrastructure), and network and application development/testing.

Minimum Education: BS degree or equivalent experience.

Technology Specialist II

Minimum/General Experience: Must hold applicable certifications for area of specialty and have over 5 years of data processing experience with a minimum of 2 years within specialized area. Experience with full IT Life cycle from requirements analysis and planning, to testing, implementation and user support.

Functional Responsibility: Infrastructure design and engineering, systems integration management, configuration management (infrastructure), and network and application development/testing.

Minimum Education: BS degree or equivalent experience.

Technology Specialist III

Minimum/General Experience: Must hold applicable certifications for area of specialty and have over 10 years of data processing experience with a minimum of 3 years within the specialized area. Experience with full IT Life cycle from requirements analysis and planning, to testing, implementation and user support.

Functional Responsibility: Infrastructure design and engineering, systems integration management, configuration management (infrastructure), and network and application development/testing. Preparation of project status and progress reports.

Minimum Education: BS degree or equivalent experience.

Technology Specialist IV

Minimum/General Experience: Must have management and implementation experience in CA Unicenter, MS SMS, Windows, NT, UNIX (Solaris), Exchange, TCP/IP, Intel Servers, and/or Sun systems.

Functional Responsibility: Manage the development and implementation of COTS software, including monitoring networks, servers, and any network intelligent object. Coordinate activities with multiple government locations.

Minimum Education: BS degree or equivalent experience.

Date: September 26, 2007

To: (b)(6) CIV.WHS/ESD

From: Wayne Jewell, AINS Inc. - Vice President of Business Solutions

Reference: Quote for Additional licenses of FOIAXpress, Annual Maintenance & On-Site Support

Dear (b)(6)

AINS is pleased to provide you with a price quote for the cost to upgrade your existing nine (9) concurrent licenses at a ratio of 2:1 which would bring your total to 18 concurrent (2:1). Additionally I am providing you with a five year breakdown of all the costs associated with Annual renewal of your software liceses and on-site support.

Base Year
WHS/OFOI Additional License Quote

(b)(4)

Year One
WHS/OFOI Annual Maintenance Renewal Quote

(b)(4)

Year Two
WHS/OFOI Annual Maintenance Renewal Quote

(b)(4)

AINS Inc.
1355 Piccard Drive ♦ Suite 300 ♦ Rockville, MD 20850 ♦ Office: 301.670.2300 ♦ Fax: 301.670.2841 ♦ Web: www.ains-inc.com

Wilson, Ramona CTR WHS/APO/G7

From: (b)(6) CTR WHS/A&PO/G7
Sent: Friday, February 01, 2008 3:38 PM
To: 'Wayne Jewell'
Subject: RE: Corrections
Signed By: (b)(6)

Attachments: Scan001.PDF

Scan001.PDF

Please see attached.
-----Original Message-----
From: Wayne Jewell [mailto:WJewell@ains-inc.com]
Sent: Friday, February 01, 2008 3:03 PM
To: (b)(6) CTR WHS/A&PO/G7
Subject: RE: Corrections

(b)(6)

The attachment has two blank pages?

Regards

Wayne R. Jewell
VP Business Solutions

-----Original Message-----
From: (b)(6) CTR WHS/A&PO/G7 [mailto (b)(6)
Sent: Friday, February 01, 2008 2:36 PM
To: Wayne Jewell
Subject: RE: Corrections

Mr. Jewell,

I spoke with my customer and this is the quote which is still good until 14
Feb 2008. I will make award before this date. (b)(6)

-----Original Message-----
From: Wayne Jewell [mailto:WJewell@ains-inc.com]
Sent: Friday, February 01, 2008 10:17 AM
To: (b)(6) CTR WHS/A&PO/G7
Subject: RE: Corrections

(b)(6)

This should make your contracting officer happy. Let me know if there is
anything else I can do.

Regards

Wayne R. Jewell

VP Business Solutions

From: (b)(6) CTR WHS/A&PO/G7 [mailto (b)(6)
Sent: Friday, February 01, 2008 9:05 AM
To: Wayne Jewell
Subject: Corrections

Mr. Jewell,

Please see attached draft. Please put the amounts on each clin to come out
to the amounts being requested per year. Each year will now have two clins. Thanks

<<...>>
<<...>>

BINCS The Business Identification Number Cross-reference System

Return to Search

Search by CAGE Code: 06DJ8

BINCS CROSS REFERENCE

PRINTABLE VERSION

Company Name:	AINS INC.
CAGE Code:	06DJ8
DUNS Number:	361150469
JCP Cert. Number:	
ZIP Code:	20850
State:	MD
Phone:	3076702300

CAGE INFORMATION

Company Name:	AINS INC.
CAGE Code:	06DJ8
Status:	A - Active Record
Parent CAGE:	
Address:	1355 PICCARD DR STE 300
P.O. Box:	
City:	ROCKVILLE
ZIP:	20850 - 4336
CAO-ADP:	S2101A - HQ0338
State:	MD
County:	MONTGOMERY
Voice Phone Number:	307-670-2300
Fax Phone Number:	301-670-2849
Date CAGE Code Established:	4/19/1996
Last Updated:	5/30/2007

CCR INFORMATION

Company Name:	AINS, INC.
Address:	1355 PICCARD DR STE 300
City:	ROCKVILLE
ZIP Code:	20850 - 4336
State:	MD
Point of Contact:	USUF ISMAIL

Contact Phone: 3076702300
Company Web Site: http://ains-inc.com
Do a CCR Inquiry

JCP INFORMATION

No JCP information exists

Last Updated: Tuesday, March 20, 2007

CCR/FedReg Detail Search Results

Not to be used as certifications and representations. See ORCA for official certification.

Current Registration Status: Active in CCR; Registration valid until 07/02/2008.

DUNS: 361150469
DUNS PLUS4:
CAGE/NCAGE: 06DJ8
Legal Business Name: AINS, INC.
Doing Business As (DBA):
Division Name:
Division Number:
Company URL: http://ains-inc.com

Physical Street Address 1: 1355 PICCARD DR STE 300
Physical Street Address 2:
Physical City: ROCKVILLE
Physical State: MD
Physical Zip/Postal Code: 20850-4336
Physical Country: USA

Mailing Name: AINS, INC.
Mailing Street Address 1: 1355 PICCARD DRIVE STE 300
Mailing Street Address 2:
Mailing City: ROCKVILLE
Mailing State: MD
Mailing Zip/Postal Code: 20850-4315
Mailing Country: USA

Business Start Date: 10/15/1988

CORPORATE INFORMATION

Type of Organization

Corporate Entity, Not Federal Tax Exempt
(State of Incorporation is MD)

Business Types/Grants

23 - Minority Owned Business
2X - For-Profit Organization
77 - Service Provider
E6 - Architecture and Engineering (A&E)
HQ - DoT Certified Disadvantaged Business Enterprise
QZ - Subcontinent Asian (Asian-Indian) American Owned
VN - Contracts

XS - S Corporation

GOODS / SERVICES

North American Industry Classification System (NAICS)

511210 - Software Publishers
519120 - Libraries and Archives
541330 - Engineering Services
541511 - Custom Computer Programming Services
541512 - Computer Systems Design Services
541513 - Computer Facilities Management Services
541519 - Other Computer Related Services
541611 - Administrative Management and General Management Consulting Services
611420 - Computer Training

Standard Industrial Classification (SIC)

4813 - TELEPHONE COMMUNICATIONS, EXC.RADIO
7371 - COMPUTER PROGRAMMING SERVICES
7372 - PREPACKAGED SOFTWARE
7373 - COMPUTER INTEGRATED SYSTEMS DESIGN
7374 - DATA PROCESSING AND PREPARATION
7376 - COMPUTER FACILITIES MANAGEMENT
7379 - COMPUTER RELATED SERVICES, NEC
7389 - BUSINESS SERVICES, NEC
8711 - ENGINEERING SERVICES
8741 - MANAGEMENT SERVICES
8742 - MANAGEMENT CONSULTING SERVICES

Product Service Codes (PSC)

D301 - ADP FACILITY MANAGEMENT
D307 - AUTOMATED INFORMATION SYSTEM S
D311 - ADP DATA CONVERSION SVCS
D399 - OTHER ADP & TELECOMMUNICATIONS
R302 - ADP SYSTEMS DEVELOP & PROGRAMM
R307 - AUTOMATED INFORMATION SYSTEM S
R421 - PROF SVCS/TECHNICAL ASSISTANCE

Federal Supply Classification (FSC)

SMALL BUSINESS TYPES

SDB, 8A and HubZone certifications come from the Small Business Administration and are not editable by CCR vendors.

Business Types Expiration Date

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North American Industry Classification System (NAICS)

The small business size status is derived from the receipts and/or number of employees entered by the vendor during the registration process.

NAICS Code	Description	Small Business	Emerging Small Business
511210	Software Publishers	Yes	No
519120	Libraries and Archives	Yes	No
541330	Engineering Services General $4.5m small business size standard: [No] Special $17m size standard for Marine Engineering and Naval Architecture: [Yes] Special $25m size standard for Military and Aerospace Equipment and Military Weapons : [Yes] Special $25m size standard for Contracts and Subcontracts for Engineering Services Awarded Under the National Energy Policy Act of 1992: [Yes]	See Description	No
541511	Custom Computer Programming Services	Yes	No
541512	Computer Systems Design Services	Yes	No
541513	Computer Facilities Management Services	Yes	No
541519	Other Computer Related Services	Yes	No
541611	Administrative Management and General Management Consulting Services	Yes	No
611420	Computer Training	Yes	No

CCR POINTS OF CONTACT

Government Business Primary POC

Name: USUF ISMAIL
Address Line 1: 1355 PICCARD DR
Address Line 2: SUITE 300
City: ROCKVILLE
State: MD
Zip/Postal Code: 20850-4315
Country: USA
U.S. Phone: 307-670-2300 Ext.2309
Non-U.S. Phone:
Fax: 301-670-2849

Government Business Alternate POC

Name: MOHINDER GOSWAMI
Address Line 1: 1355 PICCARD DR
Address Line 2: SUITE 300
City: ROCKVILLE
State: MD
Zip/Postal Code: 20850-4315
Country: USA
U.S. Phone: 301-670-2300 Ext.2323
Non-U.S. Phone:
Fax: 301-670-2841

Past Performance Primary POC

Name: H. N. SONNY SEGAL
Address Line 1: 1355 PICCARD DR
Address Line 2: STE. 300
City: ROCKVILLE
State: MD
Zip/Postal Code: 20850-4315
Country: USA
U.S. Phone: 301-670-2300 Ext.2304
Non-U.S. Phone:
Fax: 301-670-2841

Past Performance Alternate POC

Name: MOHINDER GOSWAMI
Address Line 1: 1355 PICCARD DRIVE
Address Line 2: STE. 300
City: ROCKVILLE
State: MD
Zip/Postal Code: 20850-4315
Country: USA
U.S. Phone: 301-670-2300 Ext.2323
Non-U.S. Phone:
Fax: 301-670-2841

Electronic Business Primary POC

Electronic Business Alternate POC

Name: USUF ISMAIL
Address Line 1: 1355 PICCARD DRIVE
Address Line 2: SUITE 300
City: ROCKVILLE
State: MD
Zip/Postal Code: 20850-4315
Country: USA
U.S. Phone: 301-670-2300 Ext.2309
Non-U.S. Phone:
Fax: 301-670-2849

Name: MOHINDER GOSWAMI
Address Line 1: 1355 PICCARD DRIVE
Address Line 2: SUITE 300
City: ROCKVILLE
State: MD
Zip/Postal Code: 20850-4315
Country: USA
U.S. Phone: 301-670-2300 Ext.2323
Non-U.S. Phone:
Fax: 301-670-2841

View Notification

The following changes have occurred for 06DJ8 Advanced Information Network Systems, Inc.:

A verification request was created for this facility.

*** This information is valid as of 2007/12/21**

This is to advise you that the following information is current verification information for the facility:

CAGE Code	06DJ8
Facility Name:	Advanced Information Network Systems, Inc.
Alias Type/Name:	DBA AINS
Physical Location:	1355 Piccard Drive Suite 300 Rockville, MD 20850
Classified Mailing Address:	
Facility Clearance Status/Level:	Active / Top Secret
Status Date /Issue Date:	1997/05/28 / 1997/05/28
Safeguarding Level:	None **** Classified shipments not to exceed two cubic feet. Larger size shipments require prior coordination with the Facility Security Officer to confirm storage capacity.**
Special Considerations:	None
Special Limitation Notes:	
Facility Security Officer:	Tercero,Mary,Anne
Facility Security Officer Phone Number	(301) 670-2312
DSS Field Office:	S51HX2
DSS Field Office Phone Number:	(703) 926-9617

You will be notified of changes in this information until 2010/12/21

DEPARTMENT OF DEFENSE

CONTRACT SECURITY CLASSIFICATION SPECIFICATION

(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort)

1. CLEARANCE AND SAFEGUARDING

a. FACILITY CLEARANCE REQUIRED: **TOP SECRET**

b. LEVEL OF SAFEGUARDING REQUIRED: **NONE**

2. THIS SPECIFICATION IS FOR: (X and complete as applicable)

X	a. PRIME CONTRACT NUMBER **HQ0034-07-F-1089**	
	b. SUBCONTRACT NUMBER	
	c. SOLICITATION OR OTHER NUMBER	DUE DATE (YYYYMMDD)

3. THIS SPECIFICATION IS: (X and complete as applicable)

X	a. ORIGINAL *(Complete date in all cases)*		Date (YYYYMMDD) **2007/12/19**
	b. REVISED *(Supersedes all previous specs)*	Revision No	Date (YYYYMMDD)
	c. FINAL *(Complete item 5 in all cases)*		Date (YYYYMMDD)

4. IS THIS A FOLLOW-ON CONTRACT? [ ] YES [x] NO, If yes, complete the following:

Classified material received or generated under _____ (Preceding Contract Number) is transferred to this follow-on contract

5. IS THIS A FINAL DD FORM 254 [ ] YES [X] NO, If yes, complete the following:

In response to the contractor's request dated _____ retention of the classified material is authorized for the period of:

6. CONTRACTOR *(Include Commercial and Government Entity (CAGE) Code)*

a. NAME, ADDRESS, AND ZIP CODE	b. CAGE CODE	c. COGNIZANT SECURITY OFFICE *(Name, Address, and Zip Code)*
AINS **1355 Piccard Drive** **Suite 300** **Rockville, MD 20850**	**06DJ8**	**Defense Security Service** **5540 N. Academy Boulevard, Suite 150** **Colorado Springs, CO 80918**

7. SUBCONTRACTOR

a. NAME, ADDRESS, AND ZIP CODE	b. CAGE CODE	COGNIZANT SECURITY OFFICE *(Name, Address, and Zip Code)*

8. ACTUAL PERFORMANCE

a. LOCATION	b. CAGE CODE	COGNIZANT SECURITY OFFICE *(Name, Address, and Zip Code)*
See Item # 13		

9. GENERAL IDENTIFICATION OF THIS PROCUREMENT

Provide FOIAXpress technical on-site support services

10. CONTRACT WILL REQUIRE ACCESS TO	YES	NO
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION		X
b. RESTRICTED DATA		X
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION		X
d. FORMERLY RESTRICTED DATA		X
e. INTELLIGENCE INFORMATION		
(1) Sensitive Compartmented Information (SCI)		X
(2) Non-SCI		X
f. SPECIAL ACCESS INFORMATION		X
g. NATO INFORMATION		X
h. FOREIGN GOVERNMENT INFORMATION		X
i. LIMITED DISSEMINATION INFORMATION		X
j. FOR OFFICIAL USE ONLY INFORMATION	X	
k. OTHER (Specify)		X

11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:	YES	NO
a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTORS FACILITY OR GOVERNMENT ACTIVITY	X	
b. RECEIVE CLASSIFIED DOCUMENTS ONLY		X
c. RECEIVE AND GENERATE CLASSIFIED MATERIAL		X
d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE		X
e. PERFORM SERVICES ONLY	X	
f. HAVE ACCESS TO US CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES		X
g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER	X	
h. REQUIRE A COMSEC ACCOUNT		X
i. HAVE TEMPEST REQUIREMENTS		X
j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS		X
k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE		X
l. OTHER (Specify) **Classified ADP processing will be involved. All provisions of DoD Information Technology Security Certifications and Accreditation Process (DITSCAP) apply.**	X	

12. PUBLIC RELEASE. Any information (classified or unclassified) pertaining to this contract shall not be released for public dissemination except as provided by the Industrial Security Manual or unless it has been approved for public release by appropriate U.S. Government authority. Proposed public releases shall be submitted for approval prior to release.

[ ] DIRECT [X] THROUGH (Specify)

Washington Headquarters Services (WHS) THE RELEASE OF Classified INFORMATION
Executive Services Directorate IS NOT AUTHORIZED
1155 Defense Pentagon
Washington, DC 20301-1155
to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs)* for review.
*In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.

13. SECURITY GUIDANCE. The security classification guidance needed for this classified effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes; to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract, and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. *(Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.)*

See "Security Guidance" at attachment one.
See "FOUO Guidance" at attachment Two.
See "Visitor Group Agreement" at attachment Three.

PERIOD OF PERFORMANCE: Date of award through one (1) year.

DOD PROGRAM MANAGER: (b)(6) WHS/ESD, Room 3B960, 1155 Defense Pentagon, Washington, DC 20301-1155, (b)(6)

SPECIAL SECURITY OFFICE:

DoD Security Office: (b)(6) PFPA, Security Manager (b)(6)

21 Dec 07

14. ADDITIONAL SECURITY REQUIREMENTS. Requirements, in addition to ISM requirements, are established for this contract [ ] YES [X] NO

(If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies additional requirements. Provide a copy of the requirements to the cognizant security office. Use Item 13 if additional space is required.)

15. INSPECTIONS. ELEMENTS OF THIS CONTRACT ARE OUTSIDE THE INSPECTION RESPONSIBILITY OF THE COGNIZANT SECURITY OFFICE [X] YES [X] NO

(If yes, explain and identify specific areas or elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.)

16. CERTIFICATION AND SIGNATURE. Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

a. TYPED NAME OF CERTIFYING OFFICIAL	b. TITLE	c. TELEPHONE *(Include Area Code)*
Carl Vercio	**ESDD Domain Manger**	**703-614-7744**

d. ADDRESS *(Include Zip Code)*
1155 Defense Pentagon
Room 3B960
Washington, DC 20310-1155

(b)(6)

17. REQUIRED DISTRIBUTION

- [X] a. CONTRACTOR
- [X] b. SUBCONTRACTOR
- [X] c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR
- [ ] d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION
- [X] e. ADMINISTRATIVE CONTRACTING OFFICER
- [X] f. DISA Industrial Security)

ATTACHMENT ONE
ADDENUM TO DD 254, WASHINGTON HEADQUARTERS SERVICES (WHS), EXECUTIVE SERVICES DIRECTORATE (ESD)
SECURITY GUIDANCE (CONTINUED)
CONTRACT NUMBER: HQ0034-07-F-1089

PERIOD OF PERFORMANCE: Date of award through one (1) mandatory base period of eight (8) months.

8a: ACTUAL PERFRORMANCE LOCATION: Pentagon, and other National Capital Region (NCR) locations as directed by Washington Headquarters Services and/or GSA, FTS representative.

10j. FOR OFFICIAL USE ONLY (FOUO): FOUO information provided under this contract shall be safeguarded as specified in the attachment "FOR OFFICIAL USE ONLY (FOUO)" and IAW DOD R 5700.7 (see attached instructions). See attachment four for additional guidance.

11a: HAVE ACCESS TO CLASSIFIED INFORMATIONONLY AT ANOTHER CONTRACTORS FACILITY OR GOVERNMENT ACTIVITY: This means that the contractor does not require "Safeguarding" capability at its facility and there will be no access to Classified National Security Information (CNSI) at the contractor's facility.

11e. PERFORM SERVICES ONLY: This contract is for the maintenance of equipment and systems that process classified information. Actual knowledge of, generation, or production of classified information is not required for the performance of this contract. Cleared personnel are required to perform this service because access to classified information cannot be precluded. Classification guidance will be provided by WHS/ESD. The contractor is not authorized to release classified information to any activity or person, including subcontractors, without the government Contracting Officer's written approval. Only with the expressed permission of the Contracting Officer or Program Manager may the contractor reproduce any classified information/material. All requirements for control and accounting for original documentation and copies apply.

11g. AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR SECONDARY DISTRIBUTION CENTER: The contractor must prepare and forward DD form 1540 and 1541 to the COR for authorization BEFORE the services may be requested. Technical information on file at the DTIC will be made available to the contractor if the contractor requires such information. The contracting officer will certify the field of interest relating to the contractor. Contractor generated or Government furnished materials may not be provided to the Defense Technical Information Center (DTIC). Contract generated technical reports will bear the statement **"NOT RELEASABLE TO THE DEFNESE TECHNICLA INFORMATION CENTER PER DOD INSTRUCTION 5230.24.**

ITEM 13 (con't)

a. Contract employees assigned to PKI/PKE support, Information Assurance, and Systems Security Support tasks require access to classified information or systems up to and including Top Secret SCI, must possess an active Top Secret or Top Secret SCI clearance as specified.

b. All contractors shall have a Top Secret facility clearance prior to task order award and the beginning of work on this task order.

c. Contract employees assigned to the remaining PKI/PKE support, Information Assurance, and Network Security portions of the project require access at the SECRET level and must possess an or be able to obtain an active SECRET security clearance.

d. Contractors assigned to common access card issuance portion of the project will not require access to classified information, but must be citizens of the United States of America and be able to obtain and maintain an active SECRET security clearance.

e. The Contractor shall not release any program information without the written approval from FEDSIM and ESD.

f. In accordance with requirements of the Computer Security Act of 1987 (public law 100-235), OMB Circular A-130, President Decision Directive 63 (PDD-63), and GSA Suitability and Personnel Security Handbook ADM P 9732.1C), background investigations must be completed on all contract employees in positions that allow them to directly or indirectly affect the operation of government unclassified information technology resources. The type of investigation conducted will be determined commensurate with the employee's level of involvement with government computer systems. For example: A BI will be conducted for "High Risk" positions, a LBI/MBI for "Moderate Risk" and a NACIC for "Low Risk" positions. The contractor can obtain guidance by contacting GSA, FTS, CISS, Robert Stanley at (202) 708-7361.

ATTACHMENT TWO
ADDENUM TO DD 254, WASHINGTON HEADQUARTERS SERVICES (WHS), EXECUTIVE SERVICES DIRECTORATE (ESD)
FOR OFFICIAL USE ONLY (FOUO)
CONTRACT NUMBER: HQ0034-07-F-1089

PERIOD OF PERFORMANCE: Date of award through one (1) mandatory base period of eight (8) months.

The DD Form 254, block 10J is marked YES (For Official Use Only Information (FOUO]), therefore, the contractor must comply with the following FOUO handling instructions.

1. **GENERAL:** The following FOUO instructions comply with guidance provided in NSTISSI 4002; and the Privacy Act; and the Freedom of Information Act.

   a. The FOUO marking is assigned to information at the time of its creation in a DOD Agency. It is not authorized as a substitute for a security classification marking but is used on official government information that may be withheld from the public under exemptions 2 through 9 of the Freedom of Information Act.

   b. Use of the FOUO marking does not mean that the information cannot be released to the public, only that it must be reviewed by the Government prior to its release to determine whether a significant and legitimate government purpose is served by withholding the information or portions of it

2. **IDENTIFICATION MARKINGS:**

   a. An unclassified document containing FOUO Information will be marked "For Official Use Only" at the bottom of the front cover (if any), on the first page, on each page containing FOUO information but no classified information, the portion will be marked, "FOUO."

   b. Within a classified document, an individual page that contains both FOUO and classified information will be marked at the top and bottom with the highest security classification of information appearing on the page. If an individual portion contains FOUO information but no classified information, the portion will be marked, "FOUO."

   c. Any "For Official Use Only" information released to a contractor by a DOD User Agency is required to be marked with the following statement prior to transfer:

   This document contains information EXEMPT FROM MANDATORY DISCLOSURE under the FOIA. Exemptions 2 - 9 apply.

d. Removal of the "For Official Use Only" marking can only be accomplished by the originator or other competent authority. When the "For Official Use Only" status is terminated, all known holders will be notified to the extent practical.

3. **DISSEMINATION:** Contractors may disseminate "For Official Use Only" information to their employees and subcontractors who have a need for the information in connection with a classified contract.

4. **STORAGE:** during working hours, "For Official Use Only" information shall be placed in an out-of-sight location if the work area is accessible to persons who do not have a need for the information. During non-working hours, the information shall be stored to preclude unauthorized access. Filing such material with other unclassified records in unlocked files or desk is adequate when internal building security is provided during non-working hours. When such internal security control is not exercised, locked buildings or rooms will provide adequate after-hours protection or the material can be stored in locked receptacles such as file cabinets, desks, or bookcases.

5. **TRANSMISSION:** "For Official Use Only" information may be sent via first -class mail or parcel post. Bulky shipments may be sent by fourth-class mail.

6. **DISPOSITION:** When no longer needed, FOUO information may be disposed of by shredding or tearing each copy into pieces to preclude reconstructing, and placing it in a regular trash container or as directed by the User Agency.

7. **UNAUTHORIZED DISCLOSURE:** The unauthorized disclosure of "For Official Use Only" information does not constitute a security violation but the releasing agency should be informed of any unauthorized disclosure. The unauthorized disclosure of FOUO information protected by the Privacy Act may result in criminal sanctions.

ATTACHMENT THREE
ADDENUM TO DD 254, WASHINGTON HEADQUARTERS SERVICES (WHS), EXECUTIVE SERVICES DIRECTORATE (ESD)
VISITOR GROUP AGREEMENT (VGA)
CONTRACT NUMBER: HQ0034-07-F-1089

PERIOD OF PERFORMANCE: Date of award through one (1) mandatory base period of eight (8) months.

This agreement, entered into by **Washington Headquarters Services (WHS), Executive Services Directorate (ESD), 1155 Defense Pentagon, Washington, DC 20301-1155** and the contractor **Reality Based IT Services, Ltd., 9720 Country Meadows Lane, #3A, Laurel, Maryland 20723,** hereafter referred to as the "Visitor Group". It prescribes the specific actions to be taken by **WHS/ESD** and visitor group employees to properly protect Classified National Security Information (CNSI)at on-site contract performance locations. Responsibilities are delineated as follows:

Under the terms of this agreement the visitor group will operate under the guidance and requirements of applicable DOD directives. The servicing security office is responsible for providing security program oversight and guidance. The visitor group security manager will be identified in writing to the OSD/WHS Security Office. All access to, or possession of CNSI by contract employees at **WHS/ESD** facilities will be under the supervision and control of the OSD/WHS Security Office.

Government Information Technology Resources used by the visitor group are subject to monitoring, search and seizure. All government directives on use of Information Technology Resources apply. The visitor group will not install software without the approval of the **WHS/ESD** Security Office.

The contractor will establish an information management system and control CNSI in accordance with DoD 5220.22-M (NISPOM), Chapter 5, Section 2 and DOD directives. The visitor group will ensure that end of day security checks are accomplished in areas assigned to them.

Contractors discovering unattended CNSI in an insecure/unattended location will immediately notify the **WHS/ESD** Security Office during normal duty hours, or a point of contact during after duty hours. The **WHS/ESD** Security Office will provide written notification of duty and after-duty points of contact.

The visitor group is not authorized to store CNSI independent of **WHS/ESD** at the contractor's facility. Storage containers made available to the visitor group at **WHS/ESD** facilities will remain under the control of the **WHS/ESD** Security Office. The responsibility of setting the storage container combination, at the Government facilities, rests with **WHS/ESD** Security Office. The visitor group will not use private locksmiths to set or repair combinations. The visitor group will record each opening and closing of the storage container on SF 702, Security Container Check Sheet.

The visitor group will use SF 700, Security Container Information to record individuals having knowledge of the combination. This form will be attached to the inside of the locking draw of each security container.

The visitor group will make every effort to ensure CNSI is secure in an approved GSA storage container during an emergency. Visitor group personnel will maintain constant surveillance of CNSI that cannot be

properly stored. After the emergency the visitor group will conduct an immediate check of all classified containers to ensure there has been no compromise or loss. If any discrepancy is found the visitor group will immediately contact the **WHS/ESD** Security Office during normal duty hours or a designated point of contact during after duty hours.

The visitor group is not authorized to direct receipt and dispatch CNSI at its facilities. CNSI at Government locations will be transmitted to and through **WHS/ESD** Security Office.

The visitor group may hand carry CNSI off base provided the employee(s) have/has been designated to do so by an authorized government official, and has been briefed regarding his/her responsibilities under Chapter 5, Section 4, NISPOM.

The visitor group will attend security awareness training as designated by the **WHS/ESD** Security Office. All SF 312's, Non Disclosure Agreements **will be initiated and maintained by the company security manager and the WHS/ESD** Security Office.

The **WHS/ESD** Security Office will conduct security inspections of contractor areas at **WHS/ESD** facilities. The contractor security manager will submit at least annually or when there is a change in personnel or contract modification a Visit Authorization Letter.

The contractor security manager or visitor group will immediately notify the **WHS/ESD** Security Office of any changes in operating location or any foreign involvement or interest regardless of the sensitivity (classified or unclassified) of the information disclosed or requested. In order for individual contractors to have unescorted access to **WHS/ESD** facilities, the following must be on file at the **WHS/ESD** Security Office.

DD 254, DoD Contract Security Classification Specifications
Statement of Work
Visitor Group Security Agreement
Visit Authorization Letters

Contractor badges will be issued for the length of the contract, or as required by **WHS/ESD**. Badges are the property of the United States Government and may be terminated or confiscated. The visitor group will comply with DOD Physical Security directives.

Nothing in this agreement shall be construed to impose any liability on the part of the US Government for injury to the agents, employees, its subcontractors, assignees, or other individuals acting on behalf of the contractor, to the property of the same, nor shall anything in this agreement be construed to modify the provisions of existing contracts.

Rationale for Sole Source Procurement

Reference: Control Number 08WH612-013

1. Contracting Agency – The contracting activity is the Washington Headquarters Services Acquisition & Procurement Office.

2. Description of Action – This is a sole source acquisition using FY08 O&M funds. This action is for WHS/ITMD/ESDD.

3. Description of Supplies/Services - This requirement is for the purchase of FOIAXpress On-site Support Services. The estimated price of this technical support for the base year is (b)(4) The requirement cannot be satisfied unless the following specifications/capabilities are satisfied:

1. Technical support in support of FOIAXpress application.
2. Provide Technical support on-site to FOIAXpress
3. On-site 2 days week first 6 months.
4. On-site 1 day a week second 6 months.

4. Justification – This on-site Technical Support Services is necessary for ensuring data integrity and maintenance to the Freedom of Information Office, FOIAXpress database. FOIAXpress is a proprietary database system used for tracking and processing of FOIA cases in support of Executive Order "Improving Agency Disclosure of Information". Not purchasing this support would jeopardize the integrity and maintenance of this proprietary FOIA data base system and hinder the processing time for disclosing information to DOD requesters. Extensive market research validated that AINS Inc. can only satisfy the specifications/capabilities.

5. Interested Sources: AINS Inc.

6. Technical Certification – I certify that the supporting data under my cognizance, which are included in the "Specific Make and Model" procurement, are accurate and complete to the best of my knowledge and belief:

Name: (b)(6)
Title: ITM

Date: 1-2-2008
Signature: (b)(6)

Independent Government Estimate
(Price Basis)

Control Number: 08WH612-013

This IGE is based on market research performed for the following FOIAXpress on site support services. IGE reflects cost estimate for base year with 4 options years of service.

1. AINS Inc base year:

Description	Qty	Unit Price	Total Price
FOIAXpress Technical Support Services - Technology Specialist II (GSA-TS130) - FOIAXpress technical support services on-site - 2 days a week first 6 months and 1 day a week second six months POP 1 year from date of award	1yr	(b)(4)	(b)(4)
Total			(b)(4)

2. AINS Inc year one:

Description	Qty	Unit Price	Total Price
FOIAXpress Technical Support Services - Technology Specialist II (GSA-TS130) - FOIAXpress technical support services on-site - 2 days a week first 6 months and 1 day a week second six months POP 1 year from date of award	1yr	(b)(4)	(b)(4)
Total			(b)(4)

3. AINS Inc year two:

Description	Qty	Unit Price	Total Price
FOIAXpress Technical Support Services - Technology Specialist II (GSA-TS130) - FOIAXpress technical support services on-site - 2 days a week first 6 months and 1 day a week second six months POP 1 year from date of award	1yr	(b)(4)	(b)(4)
Total			(b)(4)

4. AINS Inc year three:

Description	Qty	Unit Price	Total Price
FOIAXpress Technical Support Services - Technology Specialist II (GSA-TS130) - FOIAXpress technical support services on-site - 2 days a week first 6 months and 1 day a week second six months POP 1 year from date of award	1yr	(b)(4)	(b)(4)
Total			(b)(4)

5. AINS Inc year four:

Description	Qty	Unit Price	Total Price
FOIAXpress Technical Support Services - Technology Specialist II (GSA-TS130) - FOIAXpress technical support services on-site - 2 days a week first 6 months and 1 day a week second six months POP 1 year from date of award	1yr	(b)(4)	(b)(4)
Total			(b)(4)

Based on the above market research the estimated value of this procurement for the base year is (b)(4)

Price is based on survey of market using AINS .

Item Description	Basis	Source	Price
1. Services (detailed above)	Price for base year	AINC Inc	(b)(4)
2. Services (detailed above)	Price for year one	AINC Inc	
3. Services (detailed above)	Price for year two	AINC Inc	
4. Services (detailed above)	Price for year three	AINC Inc	
5. Services (detailed above)	Price for year four	AINC Inc	

Prepared by: (b)(6) WHS/ITMD

Signature: (b)(6) Date: 1-2-2008

Independent Government Estimate
(Price Basis)

Control Number: 08WH612-013

This IGE is based on market research performed for the following FOIAXpress on site support services. IGE reflects cost estimate for base year with 4 options years of service.

1. AINS Inc base year:

Description	Qty	Unit Price	Total Price
FOIAXpress Technical Support Services - Technology Specialist II (GSA-TS130) - FOIAXpress technical support services on-site - 2 days a week first 6 months and 1 day a week second six months POP 1 year from date of award	1yr	(b)(4)	(b)(4)
Total			(b)(4)

Based on the above market research the estimated value of this procurement for the base year is (b)(4)

Price is based on survey of market using AINS .

Item Description	Basis	Source	Price
1. Services (detailed above)	Price for base year	AINC Inc	(b)(4)

Prepared by: (b)(6) WHS/ITMD

Signature: (b)(6)

Date: 1-8-2008

Statement of Work
for
FOIAXpress Tracking System

Information Technology Management Directorate (ITMD)

1.0 INTRODUCTION

1.1 Organization

The organization requesting this work is the Washington Headquarters Services, Information Technology Management Director (ITMD) in support of the Executive Services Directorate, Freedom of Information Division (ESD/FOID)

1.2 Mission

1.2.1 Under the direction of the Director, Washington Headquarters Services (WHS), the Executive Services Directorate (ESD) is responsible for providing administrative support to the immediate offices of the Secretary and Deputy Secretary of Defense, and their principal assistants by ensuring an orderly flow of correspondence, cable traffic, and intelligence items for consideration. The Freedom of Information currently manages classified and unclassified Freedom of Information Act (FOIA) requests for the SECDEF, DEPSEC, and the OSD/WHS Staffs. To accomplish their mission, ESD must utilize state-of-the-art document management technology to process and track these FOIA requests. This acquisition provides the vital mission essential support to this Directorate, as well as other OSD and WHS components, Military Services, Joint Staff, and Defense Agencies.

1.2.2 The information infrastructure system within the ESD/FOID is used to support workflow (case processing). Approximately 1.25 million pages of sensitive and highly classified documents flow through FOID each year for processing for public disclosure. The system records the results of staffing with various defense components and Federal agencies; records FOID decisions (FOID decisions are subject to Federal court review); allows retrieval of case files; and controls sensitive and highly classified materials. Approximately 600 linear feet of FOID's case materials are classified Top Secret, including Special Intelligence and other access clearances. The following are types of cases FOID processes.

1.2.2.1 Freedom of Information Act (FOIA) Cases. FOID processes FOIA requests in accordance with the appropriate provisions of Title 5, Section 552 of the U. S. Code. Information requested under FOIA by the general public must be released unless exempted by one or more of the FOIA exemptions. A FOIA case differs in that FOID must begin by searching within the Office of the Secretary of Defense (OSD) for the materials being sought by the requester. FOID also refers misdirected requests to other appropriate DoD components, as well as other Federal agencies. If the material requested is located, it is reviewed and all portions not exempted are released. This program is mandated by Federal statute and subject to review by the Federal judicial system.

1.2.2.2 Privacy Act (PA) Cases. PA cases are requests from the public for their own records. FOID normally refers such requests to the appropriate DoD component. As with the FOIA, this program has the backing of a Federal statue and the Federal judicial system.

1.3 Objective

1.3.1 AINS will provide a FOIAXpress Subject Matter Expert (SME) to provide approximately 20 hours per week of on-site assistance to the ITMD staff to maintain the FOIAXpress system and help the FOID end users become proficient with the application.

1.4 Current Environment

1.4.1 Within the Executive Services Directorate (ESD), the Freedom of Information Division is located at 1777 North Kent Street, Suite 12047, Arlington, VA 22201 and will be supported by this SOW. The current environment for the FOIAXpress system follows:

1.4.1.1 Hardware FOIAXpress is located on two IBM D2 Blade Servers located in the Consolidated Server Room. Additional a mirrored suite of hardware is located at the WHS remote location. Approximately 25-30 users connect to the application via the SIPRNET. Two Bell and Howell high-speed scanners are also connected to the classified LAN.

1.4.1.2 Software. The classified LAN uses Microsoft Windows XP client operating system and the FOIAXpress database has been migrated from Oracle to Microsoft SQL 2000 enterprise.

2.0 TECHNICAL SERVICES REQUIRED

2.1 Task 1 – Subject Management Expert for FOIAXpress

2.1.1. The contractor will provide a FOIAXpress Subject Matter Expert (SME) for on-site assistance to help the FOID end users become proficient with the application. Services the SME will provide include, but are not limited to:

- Assist the FOID management and staff along with the ITMD IT staff in requirements gathering sessions. The requirements gathering sessions will identify new features and functionality required to make the system more productive, as well as problems with the version deployed at the time of each session that are having an adverse effect on productivity.
- Once the requirements and problems are documented, assist the FOID management and staff to prioritize the list for maximum gain.
- Provide input to AINS Configuration Control Board for enhancements to future releases
- Assist the FOID end users with questions regarding FOIAXpress operations such as:
  - Overview of FOIAXpress
  - Working with cases and how to assign a request
  - Perfecting a request
  - How to use the letter generator to send acknowledgement letters and correspond with requesters
  - Assist with creating ad hoc, monthly and annual reports
  - Redacting documents
  - Managing redacted documents
  - Document delivery
  - Perform final case closing actions
  - Provide one-on-one user support, as needed

2.2 Task 2 – FOIAXpress Maintenance Support

2.2.1 The contractor will provide application software maintenance and limited development support to maintain effective and efficient operations of the FOIAXpress database. All changes to application will be fully tested and documented in accordance with DOD and local Configuration Management procedures. The following services include but are not limited to:

- Assist the ITMD IT staff with technical, database, and FOIAXpress issues as they arise
  - Assist and provide FOIAXpress administrative support
    - Add, modify and delete user accounts, database permissions
  - Coordinate development of patches, scripts and upgrades with AINS Technical Support
  - Assist ITMD IT staff with patches and upgrades
  - Assist ITMD staff load, configure and test new releases of the application and any program/applications code changes
  - Assist ITMD staff perform application backups, exports, compressions and restorations in concert with the WHS standard backup configuration to meet the requirements of DCIN

- Troubleshoot and resolve application problems that relate to the performance and operation of FOIAXpress

2.3..Task 3 – Public Access Link Implementation and Maintenance Support

2.3.1 The contractor will provide implementation and application software maintenance support to install and maintain effective and efficient operations of the Public Access Link application. All changes to the application will be fully tested and documented in accordance with DOD and local Configuration Management procedures. The following services include, but are not limited to:

- Assist ITMD IT staff with the initial installation, configuration, testing, and deployment of the Public Access Link application
- Provide system documentation and any training required to the ITMD IT staff to maintain the application.
  - Assist the ITMD IT staff with technical, database, and Public Access Link issues as they arise
  - Assist and provide Public Access Link administrative support, if required
    - Add, modify and delete user accounts, database permissions
  - Coordinate development of patches, scripts and upgrades with AINS Technical Support
  - Assist ITMD IT staff with patches and upgrades
  - Assist ITMD staff load, configure and test new releases of the application and any program/applications code changes
  - Assist ITMD staff perform application backups, exports, compressions and restorations in concert with the WHS standard backup configuration to meet the requirements of DCIN
  - Troubleshoot and resolve application problems that relate to the performance and operation of Public Access Link

3.0 ADMINISTRATIVE CONSIDERATIONS

3.1 Installation Representative

(b)(6)

Room 5A936
1155 Defense Pentagon
Washington, DC 20301-1155
Phone: (b)(6)

3.2 Task Monitor

(b)(6)

WHS/ESCD, Room 12047
1777 N. Kent Street
Alexandria, VA 22201
Phone: (b)(6)

3.3 Security and Privacy

The contractor personnel assigned to this project will require access to classified information up to and including Top Secret and must possess and active Top Secret clearance. All contractor personnel will safeguard all classified project material. All contractor personnel will be designated as ADP-I or ADP-II that requires a SSBI and NAC respectively. ESD/FOID will provide specific security classification guidance to assigned contractor personnel.

3.4 Period of Performance

The period of performance is from one year from the date of award. Contractor will provide work for two full days a week for the first six months and one full day a week for the second six month period.

3.5 Place of Performance

The contractors will be provided office space, furniture and computer systems within the Pentagon Room 5A936.

3.6 Hours of Duty

The normal hours of duty will be from 0800 through 1700 hours, Monday through Friday, excluding Government holidays.

3.7 Travel and ODCs

The contractor personnel will not be required to attend technical seminars and training outside the Washington, DC National Capital area.

3.8 Section 508 Requirements

To be eligible for award, contractors must propose goods and /or services that meet the applicable provisions of the Access Board's standards for electronic and information technology covered by section 508 of the Rehabilitation Act Amendments of 1998, 36 CFR part 1194.

4.0 DELIVERABLES AND SCHEDULE

4.1 Deliverables	**Due Date**
Monthly Activity Report Format as per contract	10th day of each month

4.1.1 The Monthly Status Section will provide personnel and financial data in tabular and graphical format provided by ITMD.

4.1.2 The Monthly Technical Section will be formatted around the eleven principal tasks. It shall include as a minimum:

- **Executive Summary**
- **Brief Introduction**
- **Summary of Activities**
  - FOIAXpress User Support
    - Summary and Key Activities
    - Updated, Prioritized Requirements Listing
    - Significant Problems Encountered
    - Resolution of Problems Encountered
  - FOIAXpress Maintenance Support
    - Summary and key activities
    - Significant problems encountered
    - Resolution of Problems Encountered
    - Documentation Updates For Application Changes/Updates
  - Public Access Link Implementation and Maintenance Support
    - Summary and key activities
    - Significant problems encountered
    - Resolution of Problems Encountered
    - Documentation Updates For Application Changes/Updates
- **Open Action Items**
- **Planned Action Items**
- **Financial Data**

5.0 LABOR CATEGORY

Labor Category	Hours
Subject Matter Expert	576

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Request for Goods and Services

1. Page	2. Date Submitted	3. Required Delivery Date
1 of 1	1/22/2008 2:04:0(	4/2/2008

4. Request Title
(ESDD) AINS on-site support

5. Control Number	6. Requisition Number	7. Existing Contract Number
08WH612-013	HQ018780220006	

8. Priority	9. Grand Total
3	(b)(4)

ACRN	Fund Cite	PPA	Fund Amount
A	9780100.2020 00000 6401 2595 S49447 DHAC88061	3046	(b)(4)

Line Item	Fund Note	Line Item Description	U/I	Qty	Unit Price	Total Price
1	A	FOIAXpress techncial support Technology	(b)(4)			

10. Suggested Source	11. Destination Address
	1155 Defense Pentagon 5A936 ATTN: (b)(6)

12. POC	13. POC Phone	14. COR	15. COR Phone
(b)(6)	(b)(6)	(b)(6)	(b)(6)

16. Requirements Activity	17. POC FAX
HQ0187	

18. Requirements Approver	19. Date Approved	20. Certification Official	21. Date Certified
Robin Roberts	01/22/2008	SHELTON.ELLA.C.1232107819	01/24/2008