

Exhibit Number
—**ON-SITE CONTRACTOR RESPONSIBILITIES**

The Drug Enforcement Administration ("DEA") acquires supplies and/or services from government Contractors (hereinafter, "Contractor(s)") performing under a DEA contract, task order, purchase order, delivery order, blanket purchase agreement ("BPA"), reimbursable agreement ("RA") and/or other type of contractual agreement (hereinafter, "Contract(s)"). As necessary, the Contractor may hire employees, officers, consultants or subcontractors to perform under the Contract (hereinafter, "Contractor Personnel"). Contractor Personnel, whose primary work location is a DEA office are responsible for maintaining satisfactory standards of competence, conduct, appearance, integrity and ethical conduct and shall be responsible for reporting allegations of misconduct to the Contractor's Program Manager and the DEA Contracting Officer's Representative ("COR").

I. CONTRACTOR GENERAL RESPONSIBILITIES

The Contractor shall inform all Contractor Personnel of their duties, obligations, and responsibilities under the Contract. The Contractor shall obtain and make available upon request by the Contracting Officer, a signed copy certifying that all Contractor Personnel participating in the performance of the Contract, have reviewed and understand and will comply with all of the provisions contained in the On-Site Contractor Responsibilities document.

The Contractor shall report in writing, any violation of the On-Site Contractor Responsibilities document to the DEA COR, who must forward the report to DEA's Office of Security Programs/Personnel Security Section (ISR) Correspondence mailbox (ISR.Correspondence@usdoj.gov) within five (5) calendar days after the Contractor's initial notification to DEA. ISR will then make a suitability determination on the referred individual.

Throughout the life of the Contract and at specified intervals, the Contractor shall submit information detailing all Contractor Personnel supporting DEA efforts in accordance with DEA Provision entitled: **Contractor Personnel Reporting Requirements** (located on the Special Contractor Reporting Requirements page of www.dea.gov).

II. CONTRACTOR PERSONNEL RESPONSIBILITIES

By signing this document, Contractor Personnel whose primary work location is a DEA office, or for teleworking personnel, whose report-to location is a DEA office, and are performing work under the Contract agree to comply with the *standards* set forth in this document. These requirements cover conduct on and off duty, unless otherwise noted. The standards include, but are not limited to:

A. MINIMUM STANDARDS OF CONDUCT IN PERFORMANCE OF DUTIES:**1. Conduct**

- a. Contractor personnel shall maintain a business-like appearance at all times while on official duty. Except when authorized by the COR to use another mode of dress because of the need to perform a special task or for other circumstance (e.g., placing retired files in boxes), the standard of dress is "business casual".
- b. Contractor personnel shall remain alert at all times while on duty;

- c. Contractor personnel shall not engage or participate in gambling, betting, or management of lotteries while on government-owned or leased property or while performing contract responsibilities.
- d. Contractor personnel shall not discuss duty assignment(s) under the Contract, except in an official business capacity with the Contractor's Point of Contact and fellow Contractor Personnel assigned to the Contract, DEA officials, or other Government officials having an official need-to-know;
- e. Contractor personnel shall not distribute or disclose information not available to the general public for nonofficial purposes.
- f. Contractor personnel shall not access or attempt to access restricted space or property if not authorized;
- g. Contractor personnel shall not take or use any DEA property, material, or information (e.g., DEA building pass or other credentials; DEA reports and files) associated with the performance of work under the Contract for purposes other than performance of work under the Contract.
- h. Contractor personnel shall not engage in disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words or actions, or fighting;
- i. Contractor personnel shall not use a controlled substance except such controlled substances as may be prescribed to the employee by a duly licensed medical professional for treatment of illness or condition or as contained in an over-the-counter medication.
- j. Contractor personnel shall not consume, possess, or be under the influence of alcoholic beverages or other intoxicants while on duty;
- k. Contractor personnel shall not solicit or accept gifts, favors or bribes in connection with the performance of duties under the Contract;
- l. Contractor personnel shall not intentionally destroy, mutilate, remove, falsify, conceal, alter, or make an unauthorized copy of any Government record for his/her own purposes, or conceal material facts by willful omission from official documents or records;
- m. Contractor personnel shall not discriminate or sexually harasses any person during the performance of duties under the Contract;
- n. Contractor personnel shall refrain from engaging in any criminal, infamous, dishonest, or notoriously disgraceful conduct or other conduct prejudicial to DEA, to DOJ, or to the United States Government. This includes any conduct that indicates that contractor personnel failed to exercise good judgment either on or off duty. Contractor personnel shall always conduct themselves in a professional manner and observe the DEA Standards of Conduct, as well as applicable orders, policies, regulations, and laws of DEA, DOJ, and the federal government.
- o. Contractor personnel shall not give false or misleading statements, or conceal facts, in connection with obtaining or retaining employment under or performing duties under the Contract. This includes, but is not limited to, the provision of information during any administrative or criminal investigation or other proceeding, the preparation of travel vouchers, and the preparation of official reports; and

2. Affiliations

- a. Contractor personnel are prohibited from associating with individuals known or suspected to be involved in illegal drug trafficking or other criminal activity in other than a strictly professional capacity. Contractor personnel are to strictly maintain only the highest standards of conduct with respect to informants, known criminals, or with individuals engaged in criminally violative activity.

- b. Occasionally, contractor personnel may have a family member who has been arrested, charged or convicted for criminal activity. Contractor personnel are not required to sever ties with family members and may assist in the rehabilitative process, with supervisory notification. Nevertheless, contractor personnel are expected to conduct themselves in a manner that is above reproach when interacting with such family members. This includes taking particular care in safeguarding DEA information and avoiding situations where the contractor personnel could be implicated in criminal activity. Contractor personnel may not associate with family members who are engaged in or suspected of engaging in ongoing criminal activity
- c. Contractor personnel are required to immediately inform their supervisor and COR of any instance in which they have reason to believe that a spouse, domestic partner, or dependent child is suspected of committing any felony or any drug-related offense. Similarly, contractor personnel must immediately report to their supervisor and COR any instance in which they have reason to believe that someone residing in the same residence as the contractor personnel, regardless of relationship, is suspected of committing any felony or any drug-related offense.

B. SECURITY REQUIREMENTS

1. Personnel Security Requirements

- a. The Contractor shall immediately inform the COR in writing when a Contractor Personnel or applicant on a DEA Contract has transferred to another contract, resigned, terminated or any other type of action that constitutes a break in the Contractor-employee relationship. The COR shall subsequently inform the Office of Security Programs of the same information at ISR.Security.Packages@usdoj.gov.
- b. A mandatory periodic reinvestigation will be conducted once every five (5) years if the previous background investigation was based on the SF-85P and SF-85PS, Questionnaires for Public Trust Positions. A mandatory periodic reinvestigation will be conducted once every five (5) years on all public trust positions. Contractors under the National Industrial Security Program will be reinvestigated in accordance with Defense Counterintelligence and Security Agency policy. The same suitability and security standards that are required for new applicants apply to reinvestigations.
- c. The Contractor has a continuing obligation to notify the COR, in writing, of any change in marital status of a Contractor Personnel. As soon as possible, the Contractor must provide the COR with the following information:
 - i. Married, divorced, or widowed.
 - ii. Date, city, and country of marriage, divorce, or death of spouse.
 - iii. Full name of current or former spouse (if notifying of a marriage, include wife's maiden name and any former married names(s)).
 - iv. New spouse's social security number, date of birth, and place of birth (city, state, and country).
 - v. New spouse's citizenship (include as applicable: alien registration number, date and place of entry into the United States, date and place of naturalization including courthouse and complete address, and citizenship certificate number).

The COR shall subsequently inform the Office of Security Programs of the same information at ISR.Security.Packages@usdoj.gov

- d. If an applicant was assigned to a DEA contract for a period of at least one (1) year, but less than five (5) years and is being considered for placement on the same or another DEA contract, the Contractor shall submit the following forms to the COR to update the criminal record and credit report queries:
 - i. Contract Personnel's Authorization to Conduct Agency-Specific Record Checks;

- ii. DOJ-555 Revised Oct. 2008, Disclosure and Authorization Pertaining to Consumer Reports, Pursuant to the Fair Credit Reporting Act; and
- iii. Release—Fair Credit Reporting Act Of 1970, as amended; and the information regarding change in marital status, if applicable. With satisfactory results of the updated record queries, the COR will request the ISR to reactivate the individual's access to DEA facilities and information.
- iv. The same suitability and security standards that are required for new applicants apply to reinvestigations.

2. Information Security Requirements

- a. All work performed under the Contract may require access to one or more of the following categories of protected information: DEA Sensitive, Sensitive but Unclassified, Law Enforcement Sensitive, Secret, Top Secret, Top Secret with SCI Access or the Freedom of Information and Privacy Act. All Contractor Personnel shall comply with all Federal, Department of Justice, and DEA regulations, policies, and guidelines regarding information security, including DEA's Information Technology ("IT") Rules of Behavior.
- b. Prior to the commencement of any work for DEA, Contractor Personnel shall complete DEA-487, Reporting Responsibilities/NonDisclosure Agreement. The declaration must be witnessed and may be accepted by a duly authorized DEA representative (generally the COR or a DEA Security Officer). Failure or refusal to complete a DEA-487 is grounds for disqualification as a contractor for suitability/fitness reasons.
- c. Unless otherwise expressly stated in the Contract, Contractor Personnel are strictly prohibited from using company or personal computers, thumb drives, storage devices, source media, or other electronic devices to store or process DEA work, data, or other product produced while employed by the DEA. All source materials, information, and resultant work products are the property of DEA and shall not be used by the Contractor for any other purpose. All data received by Contractor Personnel shall be handled, stored, transmitted, reproduced, and destroyed in accordance with DEA procedures. Upon termination or expiration of a contract, all data (documents and other media) and work products shall be relinquished immediately to the COR or designated DEA employee.
- d. Contractor Personnel shall hold all information obtained under a DEA contract in the strictest confidence. All information obtained shall be used only for the purpose of performing the Contract and shall not be divulged nor made known in any manner to any person except as necessary to perform the Contract. The Contractor Personnel shall not divulge, sell, or distribute any information at any point in time, even after termination or expiration of a contract.
Except as specifically authorized in writing by the COR, Contractor Personnel are prohibited from bringing any form of outside computer media into the Government (DEA) facility and introducing it onto Government-owned computers or contractor-supplied computers located in the Government facility.
- e. Except as specifically authorized by the COR, Contractor Personnel are prohibited from removing any documents, records, source media, supplies, or equipment from the Government facility.
- f. Except as specifically authorized by the COR, Contractor Personnel are prohibited from reproducing DEA source media or written products.

- g. Contractor shall notify all Contractor Personnel having access to DEA information that such information may be used only for the purpose and to the extent authorized in the Contract, and that disclosure of any information, by any means, for a purpose or to an extent unauthorized herein, may subject the offender to criminal sanctions imposed by 18 USC § 641. 18 USC § 641 provides, in pertinent part, that whoever knowingly converts to their use or the use of another, or without authority, sells, conveys, or disposes of any record of the United States or whoever receives the same with intent to convert it to their use or gain, knowing it to have been converted, shall be guilty of a crime punishable by a fine of up to \$10,000.00 or imprisoned up to ten (10) years, or both.
- h. Contractor Personnel shall ensure that IT systems are appropriately safeguarded. If new or emerging security threats or hazards are discovered or anticipated by either the Government or the Contractor, or if current security safeguards cease to function, the discoverer shall bring the situation to the attention of the other party immediately.

3. Facility Security Requirements

It is expected that all work will be performed at the Government (DEA) site, or through approved telework means. However, any DEA work that is performed at the Contractor's facility must be protected by an approved security file container that conforms to Federal specifications and bears a "Test Certification Label" on the locking drawer attesting to the security capabilities of the container and lock. Such containers must be labeled "General Services Administration Approved Security Container" on the face of the top drawer.

The Contractor shall be responsible for physically safeguarding all Government (DEA) records in its possession, including records in the possession of the Contractor personnel, from theft, tampering, misuse, etc.

The following requirements ensure Compliance with Homeland Security Presidential Directive-12 ("HSPD-12") and Federal Information Processing Standard Publication 201 ("FIPS 201") entitled "Personal Identification Verification ('PIV') for Federal Employees and Contractors."

- a. Contractor personnel must appear in person at least once before a DEA official who is responsible for checking the identification documents.
- b. For Contractor personnel who report for assignment to a DEA contract under a waiver pending completion of the background investigation, the facility access/building pass shall be re-validated by DEA when the background investigation is completed and favorably adjudicated. If the final adjudication is unfavorable for any reason, facility access/building passes/badges issued under a waiver will be suspended or revoked.
- c. The COR is responsible for collecting all DEA-issued property upon the departure of an individual from assignment to the Contract. DEA-issued property includes, but is not limited to: building passes, Identification Badges, credentials, computers, files (paper or electronic media), and office equipment, supplies and accessories. The COR is responsible for returning the referenced property to the appropriate program office after receipt from the contractor.
- d. *Contractor Personnel must present to DEA two types of identification in original form prior to being issued a facility access/building pass. At least one form of identification shall be a valid state or U.S. Government issued picture ID. The other acceptable types of identification are:*

- United States Passport (unexpired or expired)
- Identification Card (issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address)
- United States Social Security Card
- United States Military Card or Draft Record
- United States Coast Guard Merchant Mariner Card
- Certificate of United States Citizenship
- Alien Registration Receipt Card
- Unexpired Temporary Resident Card
- Driver's License issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address
- Voter's Registration Card
- Birth Certificate (original or certified)
- Military Dependent Identification Card
- Native American Tribal Document
- Certificate of Naturalization
- Unexpired Foreign Passport which contains an I-551 stamp
- Unexpired Employment Authorization Card

C. PRIVACY

Contractor Personnel agree that there is no expectation of privacy in any Government (DEA) assigned or controlled work space, including: offices, computers, workstations, closets, or storage facilities. Nor, is there any expectation of privacy in any DEA equipment or other asset or fixture, including, but not limited to: desks, safes, file cabinets or containers of any kind, computers and any storage media, or any such spaces or equipment provided by the Contractor or its personnel for use in DEA facilities or premises. Contractor Personnel shall be placed on notice that any space or equipment may be searched with or without notice to the Contractor and its personnel.

All data located in a DEA computer and/or communication system, including documents, electronic files, emails and recorded voice mail messages are the property of DEA. DEA or its designee may inspect and monitor such data at any time. No individual should have any expectation of privacy in messages, even those messages marked as "private" or other data recorded in DEA's systems. This includes documents or messages that may have been deleted, but not completely removed from the system.

D. ADMINISTRATIVE INQUIRIES

All Contractor Personnel assigned to, or otherwise participating in the performance of the Contract, agree to comply with any inspection, investigation, review and /or inquiry of inappropriate conduct and/or allegations of impropriety, whether administrative or criminal in nature, conducted by a duly appointed official of DOJ's Office of the Inspector General, DEA's Office of Professional Responsibility, or DEA's Office of Inspections...

All Contractor Personnel agree to cooperate fully and to the best of their ability with any such inspections, investigations and/or inquiries. In accordance with federal and state law, Contractor Personnel will respond fully and truthfully to all questioning and provide, as required, sworn statements, declarations, or affirmations as directed, or participate in transcribed interviews. Contractor Personnel shall retain their constitutional protection against compelled self-incrimination at all times. However, Contractor Personnel are required to answer questions under the following conditions:

1. The inquiry being conducted will not subject Contractor Personnel to criminal prosecution;
2. Statements made cannot be used in any criminal prosecution (except in cases where the subject is criminally prosecuted for knowingly and willfully providing false information to investigative personnel).

All Contractor Personnel assigned to, or otherwise participating in the performance of the Contract, also agree to comply with any inquiry regarding insider threat detection or security incident detection conducted by a duly appointed official of DEA's Office of Security Programs.

E. REMOVAL FROM CONTRACT

At the direction of the Contracting Officer, the Contractor is required to immediately remove any Contractor Personnel from work under the Contract should it be determined by DEA that such a person has been determined to be unsuitable or ineligible to work under the Contract for any of the following reasons: violation of the On-Site Contractor Responsibilities or any performance standard or requirement described in the Contract, disqualification for either suitability or security reasons (including DEA's Drug Use Policy), unfit for the performance of duties when continued work under the Contract may jeopardize, compromise, or disrupt the safety and security of DEA facilities, property, information, and operations, presenting an actual or potential threat of any kind to DEA/DOJ employees, official visitors, or the visiting public; or, whose continued work under the Contract is otherwise contrary to the public interest as determined by the Contracting Officer.

The Contractor and its personnel agree that DEA may immediately and without advance notice, remove Contractor Personnel from a DEA worksite or release him/her from their contractual duties for failing or refusing to perform any duty under the Contract or failing to cooperate fully with any inquiry pertaining to the Contract. In addition, DEA reserves the right to take any and all relief appropriate under the circumstances. In the event that any such action is taken, neither the Contractor nor its personnel are entitled to be informed of the basis for the action. Such notice is within the sole discretion of DEA. In these instances, neither the Contractor nor its personnel will be entitled to any compensation for DEA's actions. Any costs incurred by the Contractor for removal of a Contractor Personnel from work under the Contract and any costs incurred in the replacement, including, but limited to, costs for recruiting, training, certifying, clearing, and otherwise qualifying replacement personnel, travel, or litigation are not reimbursable to the Contractor.

The Contracting Officer will notify the Contractor orally or in writing of the need to remove or the removal of any person from performance of work under the Contract. Oral notification will be confirmed in writing by the Contracting Officer. Removals may be effective for a temporary period or permanently, as directed by the Contracting Officer. **The Contracting Officer's determination to permanently remove a person from work under the Contract will be final.** If the Contractor is notified that a Contractor Personnel's access to DEA has been revoked or suspended, the Contractor must remove the Contractor Personnel immediately from further performance of services for DEA.

A determination by DEA that a person is not suitable or eligible to perform work under the Contract is not a denial, suspension, or revocation of a previously granted security clearance by another agency, nor shall it be interpreted as a direction or recommendation to the Contractor regarding the suitability or eligibility of the affected individual for employment outside the scope of DEA.

I, _____ (Contractor Personnel Printed Name) have read and understood the requirements of the above-listed On-Site Contractor Responsibilities and all the documents attached or referenced herein.

Contractor Personnel Signature/Date

(b)(4)

(b)(6); (b)(7)(C); (b)(7)(F)

| Document | Document | Document Title | Document Amendment | Document Date | System Date/Time | Document Fund Amount | Currency | Document | Currency 2 | Currency 3 | Open/Cls | Invoice No | Invoice Br | Statement | Doc Modif | Document | Currency 4 |
|-------------|----------|-----------------------------------|--------------------|---------------|---------------------|------------------------------------|----------|----------|------------|------------|----------|------------|------------|-----------|-----------|----------|------------|
| Invoice | DOV | D-20-05C - 8 CONTINUA Processed | | 08/18/2020 | 08/12/2020 13:04:23 | | 000 | ***** | 001 | 000 | Closed | 2734 | 8/10/2020 | | ***** | 001 | |
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| | | | | | | Total P20 & P21 to date | | | | | | | | | | | |
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| AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT | | | 1. CONTRACT ID CODE 47QRAA18D0099 | | |
| 2. AMENDMENT/MODIFICATION NUMBER P00001 | | 3. EFFECTIVE DATE See Block 16c | 4. REQUISITION/PURCHASE REQUISITION NUMBER D-18-SA-0019 | 5. PROJECT NUMBER (if applicable) | |
| 6. ISSUED BY DEA Headquarters 8701 Morrisette Drive Springfield, VA 22152 | | CODE (b)(6); (b)(7)(C); (b)(7)(F) @usdoj.gov | 7. ADMINISTERED BY (if other than Item 6) DEA Attn: Office of Acq & Relo Mgmt (FA) 8701 Morrisette Drive Springfield, VA 22152 | | CODE 15DDHQ |
| 8. NAME AND ADDRESS OF CONTRACTOR (Number, street, country, state and ZIP Code) INTERNATIONAL BUSINESS SALES & SERVICES CORPORATION Doing Business As: IBSS 1110 BONIFANT STREET SUITE 501 SILVER SPRING, MD 20910 DUNS: 826177262 | | | (X) | 9A. AMENDMENT OF SOLICITATION NUMBER | |
| CODE 521765836 | | | | 9B. DATED (SEE ITEM 11) | |
| FACILITY CODE 926177262 | | | X | 10A. MODIFICATION OF CONTRACT/ORDER NUMBER 15DDHQ18F00001074 | |
| | | | | 10B. DATED (SEE ITEM 13) 08/14/2018 | |

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (if required)

DEA-2018-2018-SID-SA-2320322-DOM-G2-ADM-25105-FOI-SA046-2320322-2018

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS.
IT MODIFIES THE CONTRACT/ORDER NUMBER AS DESCRIBED IN ITEM 14.**

| | |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CHECK ONE | A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NUMBER IN ITEM 10A. |
| X | B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b). |
| | C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: |
| | D. OTHER (Specify type of modification and authority) |

E. IMPORTANT: Contractor is not, is required to sign this document and return copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of unilateral modification P0001 is to add funding for the Base Year.

Accordingly:

- a. The total obligated amount is increased by \$76,587.80. From: \$745,921.00 to \$822,508.80.
- b. The Base Year is hereby fully funded.

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

| | | | |
|-------------------------------------------------------------------------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| 15A. NAME AND TITLE OF SIGNER (Type or print) | | 16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Girard, Alyse N. | |
| 15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign) | 15C. DATE SIGNED | 16B. UNITED STATES OF AMERICA By  (Signature of Contracting Officer) | 16C. DATE SIGNED 08/26/18 |

Previous edition unusable

Section 2 - Commodity or Services Schedule

(b)(4)

SCHEDULE OF SUPPLIES/SERVICES

CONTINUATION SHEET

| ITEM NO. | SUPPLIES/SERVICES | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|----------|------------------------------------------------------------------------------------------------------------------------------------|----------|------|------------|--------|
| 0001 | Paralegal II - 5 Positions CLIN 0001 Line Period of Performance: 09/26/2018 - 09/25/2019 Base Period | | HR | | |
| | (b)(4) | | | | |
| 0002 | Paralegal III - 2 Positions CLIN 0002 Line Period of Performance: 09/26/2018 - 09/25/2019 Base Period | | | | |
| 0003 | Paralegal IV - 1 Position CLIN 0003 Line Period of Performance: 09/26/2018 - 09/25/2019 Base Period | | | | |
| 0004 | Paralegal II - 5 Positions CLIN 1001 Line Period of Performance: 09/26/2019 - 09/25/2020 Unexercised Option 1 | | | | |
| 0005 | Paralegal III - 2 Positions CLIN 1002 Line Period of Performance: 09/26/2019 - 09/25/2020 Unexercised Option 1 | | | | |
| 0006 | Paralegal IV - 1 Position CLIN 1003 Line Period of Performance: 09/26/2019 - 09/25/2020 | | | | |

(b)(4)

Unexercised Option 1

0007 Paralegal II - 5 Positions
CLIN 2001

Line Period of Performance: 09/26/2020 - 09/25/2021

Unexercised Option 2

HR

0008 Paralegal III - 2 Positions
CLIN 2002

Line Period of Performance: 09/26/2020 - 09/25/2021

Unexercised Option 2

HR

0009 Paralegal IV - 1 Position
CLIN 2003

Line Period of Performance: 09/26/2020 - 09/25/2021

Unexercised Option 2

HR

0010 Paralegal II - 5 Positions
CLIN 3001

Line Period of Performance: 09/26/2021 - 09/25/2022

Unexercised Option 3

HR

0011 Paralegal III - 2 Positions
CLIN 3002

Line Period of Performance: 09/26/2021 - 09/25/2022

Unexercised Option 3

HR

0012 Paralegal IV - 1 Position
CLIN 3003

Line Period of Performance: 09/26/2021 - 09/25/2022

Unexercised Option 3

HR

0013 Paralegal II - 5 Positions
CLIN 4001

HR

| | | | | |
|------|-----------------------------------------------------------------------------------------------------------------------------|--|----|--|
| | Line Period of Performance: 09/26/2022 - 09/25/2023 Unexercised Option 4 | | | |
| 0014 | Paralegal III - 2 Positions CLIN 4002 Line Period of Performance: 09/26/2022 - 09/25/2023 Unexercised Option 4 | | HR | |
| 0015 | Paralegal IV - 1 Position CLIN 4003 Line Period of Performance: 09/26/2022 - 09/25/2023 Unexercised Option 4 | | HR | |

| | |
|-----------------------------------|-----------------------------------------------------------------------|
| Base Total: | Original: \$822,508.80 Change: \$0.00 Current: \$822,508.80 |
| Exercised Options Total: | Previous: \$0.00 Change: \$0.00 Current: \$0.00 |
| Unexercised Options Total: | Previous: \$3,456,192.00 Change: \$0.00 Current: \$3,456,192.00 |
| Base and Options Total: | Previous: \$4,278,700.80 Change: \$0.00 Current: \$4,278,700.80 |

FUNDING DETAILS:

| ITEM NO. | FUNDING LINE | OBLIGATED AMOUNT | ACCOUNTING CODES |
|----------|--------------|------------------------------------------------------------------------|----------------------------------------------------------------------|
| N/A | 1 | | DEA-2018-2018-S1D-SA-2320322-DOM-G2-ADM-25105-FOI-SA046-2320322-2018 |
| N/A | 2 | | DEA-2018-DXD-SA-2320322-DCF-G2-ADM-25105-FOI-SA046-2320322-2018 |
| | | PREVIOUS: \$745,921.00 CHANGE: \$76,587.80 CURRENT: \$822,508.80 | (b)(4) |

(b)(6);
(b)(7)(C);
(b)(7)(F)

| | | | |
|------------------------------------------------------------------------------------|--|--------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT | | 1. CONTRACT ID CODE 47QRAA18D0099 | |
| 2. AMENDMENT/MODIFICATION NUMBER P00003 | | 3. EFFECTIVE DATE SEE BLOCK 16C | 4. REQUISITION/PURCHASE REQUISITION NUMBER See Lines |
| 5. PROJECT NUMBER (if applicable) | | 5. PROJECT NUMBER (if applicable) | |
| 6. ISSUED BY DEA Headquarters 8701 Morrisette Drive Springfield, VA 22152 | | 7. ADMINISTERED BY (if other than Item 6) DEA Attn: Office of Acq & Relo Mgmt (FA) 8701 Morrisette Drive Springfield, VA 22152 | 7. ADMINISTERED BY (if other than Item 6) DEA Attn: Office of Acq & Relo Mgmt (FA) 8701 Morrisette Drive Springfield, VA 22152 |

| | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----|-----------------------------------------------------------------|
| 8. NAME AND ADDRESS OF CONTRACTOR (Number, street, country, state and ZIP Code) | | (X) | 9A. AMENDMENT OF SOLICITATION NUMBER |
| INTERNATIONAL BUSINESS SALES & SERVICES CORPORATION Doing Business As: IBSS 1110 BONIFANT STREET SUITE 501 SILVER SPRING, MD 20910 DUNS: 926177262 | | | 9B. DATED (SEE ITEM 11) |
| CODE 521765836 FACILITY CODE 926177262 | | X | 10A. MODIFICATION OF CONTRACT/ORDER NUMBER 15DDHQ18F00001074 |
| | | | 10B. DATED (SEE ITEM 13) 08/14/2018 |

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (if required)
DEA-2018-2018-STD-SA-2320322-DOM-G2-ADM-25105-FOI-SA046-2320322-2018

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NUMBER AS DESCRIBED IN ITEM 14.

| | |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CHECK ONE | A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NUMBER IN ITEM 10A. |
| X | B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b). |
| | C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: |
| | D. OTHER (Specify type of modification and authority) |

E. IMPORTANT: Contractor is not, is required to sign this document and return copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)
The purpose of modification P00003 is to incorporate overtime language to task order 15DDHQ18F00001074. Accordingly :

a. Changes are indicated by a vertical line in the right margin of the Statement of Work

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

| | |
|-----------------------------------------------|--------------------------------------------------------------|
| 15A. NAME AND TITLE OF SIGNER (Type or print) | 16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) |
| | |
| 15B. CONTRACTOR/OFFEROR | 15C. DATE SIGNED |
| (Signature of person authorized to sign) | |
| 16B. UNITED STATES OF AMERICA | 16C. DATE SIGNED |
| By (Signature of Contracting Officer) | Digitally signed by _____ Date: 2019.09.06 15:00:00 -0400 |

Previous edition unusable

Section 2 - Commodity or Services Schedule

The Contractor shall provide services in accordance with attached Statement of Work. Proposal dated 07/11/2018 is hereby incorporated into this order. Funding for the base year will be added when funds become available.

SCHEDULE OF SUPPLIES/SERVICES

CONTINUATION SHEET

(b)(4)

| ITEM NO. | SUPPLIES/SERVICES | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|----------|------------------------------------------------------------|----------|------|------------|--------|
| 0001 | Paralegal II - 5 Positions CLIN 0001 | | HR | | |
| | Line Period of Performance: 09/26/2018 - 09/25/2019 | | | | |
| | Base Period | | | | |
| | (b)(4) | | | | |
| 0002 | Paralegal III - 2 Positions CLIN 0002 | | HR | | |
| | Line Period of Performance: 09/26/2018 - 09/25/2019 | | | | |
| | Base Period | | | | |
| 0003 | Paralegal IV - 1 Position CLIN 0003 | | HR | | |
| | Line Period of Performance: 09/26/2018 - 09/25/2019 | | | | |
| | Base Period | | | | |
| 0004 | Paralegal II - 7 Positions CLIN 1001 | | HR | | |
| | Line Period of Performance: 09/26/2019 - 09/25/2020 | | | | |
| | Exercised Option 0001 | | | | |
| 0005 | Paralegal III - 2 Positions CLIN 1002 | | HR | | |
| | Line Period of Performance: 09/26/2019 - 09/25/2020 | | | | |
| | Exercised Option 0002 | | | | |
| 0006 | Paralegal IV - 1 Position CLIN 1003 | | HR | | |
| | Line Period of Performance: 09/26/2019 - 09/25/2020 | | | | |
| | Exercised Option 0003 | | | | |

0007 Paralegal II - 7 Positions CLIN 2001
Line Period of Performance: 09/26/2020 - 09/25/2021
Unexercised Option 0002

HR

0008 Paralegal III - 2 Positions CLIN 2002
Line Period of Performance: 09/26/2020 - 09/25/2021
Unexercised Option 0002

HR

0009 Paralegal IV - 1 Position CLIN 2003
Line Period of Performance: 09/26/2020 - 09/25/2021
Unexercised Option 0002

HR

0010 Paralegal II - 7 Positions CLIN 3001
Line Period of Performance: 09/26/2021 - 09/25/2022
Unexercised Option 0003

HR

0011 Paralegal III - 2 Positions CLIN 3002
Line Period of Performance: 09/26/2021 - 09/25/2022
Unexercised Option 0003

HR

0012 Paralegal IV - 1 Position CLIN 3003
Line Period of Performance: 09/26/2021 - 09/25/2022
Unexercised Option 0003

HR

(b)(4)

| | | | |
|------|--------------------------------------------------------------------------------------------------------------------------------|--|----|
| 0013 | Paralegal II - 7 Positions CLIN 4001 Line Period of Performance: 09/26/2022 - 09/25/2023 Unexercised Option 0001 | | HR |
| 0014 | Paralegal III - 2 Positions CLIN 4002 Line Period of Performance: 09/26/2022 - 09/25/2023 Unexercised Option 0002 | | HR |
| 0015 | Paralegal IV - 1 Position CLIN 4003 Line Period of Performance: 09/26/2022 - 09/25/2023 Unexercised Option 0003 | | HR |

| | |
|-----------------------------------|-----------------------------------------------------------------------|
| Base Total: | Original: \$822,508.80 Change: \$0.00 Current: \$822,508.80 |
| Exercised Options Total: | Previous: \$1,026,508.80 Change: \$0.00 Current: \$1,026,508.80 |
| Unexercised Options Total: | Previous: \$3,203,059.20 Change: \$0.00 Current: \$3,203,059.20 |
| Base and Options Total: | Previous: \$5,052,076.80 Change: \$0.00 Current: \$5,052,076.80 |

FUNDING DETAILS:

(b)(4)

| ITEM NO. | FUNDING LINE | OBLIGATED AMOUNT | ACCOUNTING CODES |
|----------|--------------|------------------|----------------------------------------------------------------------|
| N/A | 1 | | DEA-2018-2018-S1D-SA-2320322-DOM-G2-ADM-25105-FOI-SA046-2320322-2018 |
| N/A | 2 | | DEA-2018-DXD-SA-2320322-DCF-G2-ADM-25105-FOI-SA046-2320322-2018 |
| N/A | 3 | | DEA-2019-2019-S1D-SA-2320322-DOM-G3-ADM-25105-FOI-SA046-2320322-2019 |

| | | | |
|-----|---|--|----------------------------------------------------------------------|
| N/A | 4 | | DEA-2019-DXD-SA-2320322-DCF-G3-ADM-25105-FOI-SA046-2320322-2019 |
| N/A | 5 | | DEA-2019-2019-S1D-SA-2320322-DOM-G3-ADM-25105-FOI-SA046-2320322-2019 |
| N/A | 6 | | DEA-2019-DXD-SA-2320322-DCF-G3-ADM-25105-FOI-SA046-2320322-2019 |

PREVIOUS: \$1,849,017.60

CHANGE: \$0.00

CURRENT: \$1,849,017.60

Statement of Work
Freedom of Information/Privacy Act Support for
Drug Enforcement Administration, Freedom of Information/Records Management Section
Freedom of Information and Privacy Act Unit

1. INTRODUCTION

This Statement of Work (SOW) is for paralegal support to prepare responses to Freedom of Information (FOI) and Privacy Act (PA) requests received by the Drug Enforcement Administration (DEA), Office of Administration (SA), FOI and Records Management Section (SAR), Freedom of Information (FOI)/Privacy Act (PA) Unit (SARF). Work shall be performed primarily on-site at the DEA Headquarters office in Arlington, Virginia, or other locations as required by the DEA.

2. OBJECTIVE

The SARF office processes nearly 2,000 FOI/PA requests annually. SARF requires professional support services to support DEA's obligations to respond to FOI/PA requests received from the media, historians, researchers, nonprofit organizations, students, and private citizens. The support is required to achieve mandated response times.

3. SCOPE

The SARF office seeks ten (10) Contractor employees who possesses knowledge and experience with reviewing and processing FOI/PA requests at the federal level and maintains familiarity with FOI/PA statutes (i.e., U.S.C., Section 552, as amended by Public Law No. 104-231 and 5 U.S.C. Section 552a as amended by Public Law 93-579 (including CFR Chapter 28, Part 16, Subpart A – Procedures for Disclosure of Records Under the Freedom of Information Act and Subpart D – Protection of Privacy and Access to Individual Records Under the Privacy Act of 1974). The Contractor shall be knowledgeable in applying the proper FOI and PA exemptions to protect sensitive agency information from disclosure to the public.

The scope of this effort provides services to support developing responses to requests for information under the FOI/PA as mandated by federal statutes and department and agency directives. The Contractor employees shall have access to DEA sensitive and classified information up to the Top Secret level.

The Contractor employees shall review requests for information submitted under the purview of either FOI or PA. The Contractor employees shall review FOI/PA incoming requests to ensure all requisite forms are completed by requestors, including Certification of Identity and

Third Party Release Statements. The Contractors shall initiate required system checks such as NADDIS, NLETS, NCIC, and the FOIAXpress tracking system.

The Contractor employees shall analyze and prepare program office status reports for review at all levels, ensure accuracy by verifying system entries and conduct calculations of FOI fees. The Contractor employees will search, identify, and collect records, which includes all information (regardless of format) generated, maintained, or under the control of the DEA by the respective program offices. The Contractor employees shall develop estimates of time needed to search, review, and produce records relative to a FOI/PA request. The Contractor employees shall prepare grammatically correct, concise written responses that accurately represent DEA's position, and correspondence shall be written in the proper DEA format. The Contractor employees shall communicate all aspects of the assigned cases in a logical and precise manner with their supervisor(s). The Contractor employees shall also communicate with internal DEA agency personnel (e.g., Headquarters and field employees) and representatives external to DEA (e.g., Department of Justice/Office of Information Policy attorneys, requesters, and other parties as needed, etc.). Contractor employees shall possess knowledge of agency policies and procedures.

The Contractor employees shall prepare correspondence to the requestor as appropriate including an acknowledgement letter, a fee request letter, periodic status updates, and a final response. The Contractor employees shall prepare FOI/PA referral/consultation letters to other Government agencies as well as process FOI/PA referral/consultation letters received from other Government agencies. The Contractors shall draft declarations, correspondence, prepare materials for release, and draft indexes for litigation.

The Contractor employees shall research, gather, and compile all responsive data that falls within the scope of the request. The Contractor employees shall conduct analyses of the information within the scope of the request and evaluate the data for public disclosure. The Contractor employees shall conduct database queries on a variety of proprietary and public systems. The Contractor employees shall also discern when information is missing from the file and locate same.

The Contractor employees shall maintain the highest standards of honesty, ethics, diplomacy, and exercise good judgment at all times when representing the FOI/Records Management Section and the DEA. All Contractors shall be assigned on a rotational basis to work on the Customer Service Hotline and shall provide the highest level of customer service to all requestors.

The Contractor employees shall demonstrate the ability to effectively prioritize workload and close assigned cases in a timely manner. The Contractor employees shall adhere to the timeline for completing cases, make corrections to case documents as required, and return cases to supervisors/team leads promptly for review. The Contractor employees shall

perform any and all additional research requested of them by supervisors/team leads on assigned cases.

REQUIREMENTS

TASK 1: Training Period

Contractor employees, working with Government staff, shall undergo a two (2) to three (3) week training period to receive and review materials describing DEA's processes, sample correspondence, quality assurance standards, and points of contact designed to facilitate completed contractor staff work in developing responses to FOI/PA requests.

TASK 2: Process FOI/PA and information cases

Contractor employees shall review requests, search for and collect responsive records, apply appropriate exemptions, and prepare correspondence for Government signature as appropriate. Contractors' employees' correspondence shall be reviewed to same standards Government applies to itself.

TASK 3: Reporting

Contractor employees shall advise the agency of the progression towards completion of assigned cases, to include identifying any impediments towards timely completion.

4. DELIVERABLES

The Contractor shall be responsible for providing qualified personnel who have knowledge of and experience with processing requests as described in the scope of work and requirements sections above. All documents developed under this contract shall be the property of the Government. Contractor personnel shall provide assistance in developing recommended final responses; however, they are not the decision makers on any action or task given, and final decision making shall rest with the Government. Moreover, the Contractor shall not share any completed documentation or any other DEA information unless approved by DEA management. All products and other deliverables shall be delivered within the time frame established at the time of assignment. The Government has unlimited rights to all deliverables on this contract. There shall be no license or user fees associated with the deliverables under this contract.

5. Government Furnish Equipment (GFE) / Contractor Furnish Equipment (CFE)

The Government will furnish all equipment and supplies necessary for the contractor to perform stated tasks when work is performed at the Government's facility. The Contractor must provide all necessary equipment for performance at the Contractor's site or other authorized off-site location (authorization for off-site work is not anticipated).

6. PERIOD OF PERFORMANCE (Base with Options)

The period of performance for this task is September 26, 2018 – September 25, 2019 with four (4) twelve month option periods. Through the life of the contract at specified intervals, the contractor shall submit information detailing those employees supporting DEA efforts in accordance with DEA Provision titled: Contractor Personnel Reporting Requirements (CPRR). The CPRR will be provided to the contractor upon award of the contract.

Base Year: September 26, 2018 through September 25, 2019
Option Year I : September 26, 2019 through September 25, 2020
Option Year II: September 26, 2020 through September 25, 2021
Option Year III: September 26, 2021 through September 25, 2022
Option Year IV: September 26, 2022 through September 25, 2023

7. PLACE OF PERFORMANCE

Work shall be performed at the DEA, 700 Army Navy Drive, Arlington, VA 22202. When performance at Contractor's site is required, full details shall be provided to contractor prior to performance.

8. INVOICING AND PAYMENTS

The Contractor shall bill monthly over the period of the engagement and shall submit monthly summary progress reports with each bill, identifying the labor hours consumed, cost incurred during the reporting period, and cumulative to date amounts.

The contractor shall submit scanned or electronic images of invoice(s) to the following e-mail address: Invoice.Admin@usdoj.gov.

9. TRAVEL

All local, domestic and/or foreign travel costs will be authorized on a case-by-case basis and must be reviewed and pre-approved by the COR prior to travel. All travel estimates requiring purchase of airfare will be accompanied by at least three cost estimates or screen shots showing lowest fare was chosen. If the lowest fare was not chosen due to increased travel time a cost estimate will be provided. Any expenses incurred by Contractor personnel without prior Government approval may be denied for payment. All claims and required

receipts must be attached to the appropriate invoice in accordance with the Federal Travel Regulations and specific DEA policy. When traveling on behalf of the DEA, the Contractor shall adhere to clause DEA-2852.231-70 Travel Requirements for Contractors. G&A and profit shall not be authorized or applied to travel costs, except as specified in clause DEA-2852.231-70, Travel Requirements for Contractors.

10. SECURITY CONSIDERATIONS

The personnel security access level for this contract is Top Secret. Only U.S. citizens shall be permitted to perform services on this contract. All Contractor employees, including seven (7) Paralegal IIs, two (2) Paralegal IIIs, and one (1) Paralegal IV shall have access to National Security Information (NSI) up to the Top Secret level. The increasing demands of the SARF office, to include the need to review and process classified documents justifies this level of clearance for the Contractor personnel. The risk level associated with this contract is "Moderate" and the personnel working on this contract effort must undergo the appropriate background investigation by the Office of Security Programs, Personnel Security Section (ISR) prior to commencing work on this contract. ISR will conduct suitability reviews on all Contractor personnel requiring access to DEA facilities, information technology systems, or classified materials. ISR will make a final suitability determination on each Contractor meeting the specified requirements.

11. SKILL SETS

Contractor personnel shall have the skills and experience necessary to complete the tasks identified including but not limited to:

- A minimum of one year of paralegal experience
- Knowledge of FOI and/or PA at the federal level highly preferred
- Experience with legal writing
- Prior experience performing legal research using a variety of databases
- Track record of utilizing legal analysis to recommend course of action/final disposition
- Excellent written and oral communication skills
- Hands-on experience with a variety of computer applications to support research and correspondence preparation
- Ability to meet deadlines and maintain a high-level of productivity without sacrificing accuracy
- Bachelor's degree preferred

These are minimum requirements needed for all Paralegal labor categories.

12. LABOR CATEGORY DESCRIPTIONS

Paralegal II

A Paralegal II performs, but is not limited to the following duties:

- Assist attorney, provide Legal Clerk reviews
- Reviews case material and prepares digest of selected decisions/opinions incorporating legal references
- Searches for and summarizes relevant articles in trade magazines, law reviews, published studies, financial reports, and similar materials for use of attorneys in the preparation of opinions, briefs, and other legal documents
- Prepares digests of selected decisions or opinions which incorporate legal references and analyses of precedents involved in areas of well-defined and settled points of law
- Interviews potential witnesses and prepares summary interview reports for the attorney's review
- Participates in pre-trial witness conferences, notes possible deficiencies in case materials (e.g. missing documents, conflicting statements) and additional issues or other questionable matters, and requests further investigating by other agency personnel to correct possible deficiencies or personally conducts limited investigations at the pre-trial stage
- Prepares and organizes trial exhibits, as required, such as statistical charts and photographic exhibits
- Verifies citations and legal references on prepared legal documents
- Prepares summaries of testimony and depositions
- Drafts/edits non-legal memoranda, research reports and correspondence relating to cases

Requirements:

A Paralegal II must meet the following qualifications:

- Associates; Degree and Possess a paralegal certificate
- At least 2-5 years of experience; trial experience very helpful
- Automated litigation support experience very helpful
- Basic knowledge, including knowledge of standard legal citation system sufficient to perform basic legal research
- Excellent written and oral communication skills and thorough knowledge of legal research tools
- Hands-on familiarity with a variety of computer applications, including word processing, database, spreadsheet, and telecommunications

- Ability to consistently deliver highest quality work under extreme pressure
- Pass a Background Investigation for a Top Secret Security Clearance

Paralegal III

A Paralegal III performs, but is not limited to the following duties:

- Assist attorneys, provide Legal Clerk and Paralegal/Legal Assistant II review
- Analyzes and evaluates case files against legal standards
- Notes and corrects case file deficiencies (e.g. missing documents, inconsistent material leads not investigated) before sending the case on to the concerned trial attorney
- Reviews and analyzes available precedents relevant to cases under consideration for use in presenting case summaries to trial attorneys
- Gathers, sorts, classifies, and interprets data to discover patterns of possible discrimination activity
- Interviews relevant personnel and potential witnesses to gather information
- Reviews and analyzes relevant statistics
- Performs statistical evaluations such as standard deviations, analyses of variance, means, modes, and ranges as supporting data for case litigation
- Consults with statistical experts on reliability evaluations
- May testify in court concerning relevant data

Requirements:

A Paralegal III must meet the following qualifications:

- Possess a paralegal certificate
- At least five to eight years of paralegal experience required: trial experience very helpful
- At least one year of automated paralegal support experience
- Sound working knowledge of legal system, legal research procedures, and sources of information
- Excellent written and oral communication skills, analytic ability, and thorough knowledge of legal research tools
- Hands-on familiarity with a variety of computer applications, including word processing, database, spreadsheet, and telecommunications
- Ability to consistently deliver highest quality work under extreme pressure
- Pass a Background Investigation for a Top Secret Security Clearance

Paralegal IV

A Paralegal IV performs, but is not limited to the following duties:

- Assist attorney, Provide Legal Clerk and Paralegal/Legal Assistant II & III review

- Directs and supervises the work of paralegal and other contractor staff, particularly on major paralegal support efforts such as large legal research projects, or major in-courtroom support
- Monitors work and reports on progress; responsible for ensuring that work meets contract and attorney requirements and is delivered on time
- Troubleshoots and performs quality control spot-checks. Must be able to formulate administrative and technical procedures for getting the work done
- Performs complex legal factual research
- Designs and develops systems and procedures for tracking, controlling, and managing case files, exhibits, and other case-specific materials. Assists trial staff in coordination with expert witnesses
- Arranges for access to appropriate Department of Justice libraries and other legal research facilities
- Coordinates with other Contractor support components in order to accomplish work
- Reports to Contractor's Project Director or Operations Supervisor; may also have significant contact with Government officials and clients

Requirements:

A Paralegal IV must meet the following qualifications:

- Possess a paralegal certificate
- At least three years of paralegal experience required including some trial related experience
- Supervisory experience required
- Sound working knowledge of legal system, legal research procedures, and sources of information
- Excellent written and oral communication skills, analytic ability and thorough knowledge of legal research tools
- Hands-on familiarity with a variety of computer applications, including word processing database, spreadsheet, and telecommunications
- Ability to consistently deliver highest quality work under extreme pressure
- Pass a Background Investigation for a Top Secret Security Clearance

13. CONTRACTOR TELEWORK

For the convenience of the government, contractor personnel may work off-site in accordance with Office Procedures and contractor telework Clause DEA 2852.242-80.

14. OVERTIME

Overtime shall be authorized by prior written approval of the COR.

Section 2 - Commodity or Services Schedule

(b)(4)

SCHEDULE OF SUPPLIES/SERVICES

CONTINUATION SHEET

| ITEM NO. | SUPPLIES/SERVICES | QUANTITY | UNIT | UNIT PRICE | FEES | AMOUNT |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------|----------|------|------------|------|--------|
| 0001 | Paralegal II - 5 Positions CLIN 0001 PSC: R699 Line Period of Performance: 09/26/2018 - 09/25/2019 Base Period | | HR | | | |
| 0002 | Paralegal III - 2 Positions CLIN 0002 PSC: R699 Line Period of Performance: 09/26/2018 - 09/25/2019 Base Period | | HR | | | |
| 0003 | Paralegal IV - 1 Position CLIN 0003 PSC: R699 Line Period of Performance: 09/26/2018 - 09/25/2019 Base Period | | HR | | | |
| 0004 | Paralegal II - 3 Positions CLIN 1001 PSC: R699 Line Period of Performance: 09/26/2019 - 09/25/2020 Exercised Option 0001 | | HR | | | |
| 0005 | Paralegal III - 8 Positions CLIN 1002 | | HR | | | |

(b)(4)

PSC: R699
Line Period of Performance: 09/26/2019 - 09/25/2020
Exercised Option 0002

0006

Paralegal IV - 1 Position
CLIN 1003

HR

PSC: R699
Line Period of Performance: 09/26/2019 - 09/25/2020
Exercised Option 0003

0007

Paralegal II - 3 Positions
CLIN 2001

HR

PSC: R699
Line Period of Performance: 09/26/2020 - 09/25/2021
Unexercised Option 0002

0008

Paralegal III - 8 Positions
CLIN 2002

HR

PSC: R699
Line Period of Performance: 09/26/2020 - 09/25/2021
Unexercised Option 0002

0009

Paralegal IV - 1 Position
CLIN 2003

HR

PSC: R699
Line Period of Performance: 09/26/2020 - 09/25/2021
Unexercised Option 0002

0010

Paralegal II - 3 Positions
CLIN 3001

HR

PSC: R699
Line Period of Performance: 09/26/2021 - 09/25/2022
Unexercised Option 0003

(b)(4)

0011 Paralegal III - 8 Positions
CLIN 3002

HR

PSC: R699

Line Period of Performance: 09/26/2021 - 09/25/2022

Unexercised Option 0003

0012 Paralegal IV - 1 Position
CLIN 3003

HR

PSC: R699

Line Period of Performance: 09/26/2021 - 09/25/2022

Unexercised Option 0003

0013 Paralegal II - 3 Positions
CLIN 4001

HR

PSC: R699

Line Period of Performance: 09/26/2022 - 09/25/2023

Unexercised Option 0001

0014 Paralegal III - 8 Positions
CLIN 4002

HR

PSC: R699

Line Period of Performance: 09/26/2022 - 09/25/2023

Unexercised Option 0002

0015 Paralegal IV - 1 Position
CLIN 4003

HR

PSC: R699

Line Period of Performance: 09/26/2022 - 09/25/2023

Unexercised Option 0003

Base Total: Original: \$822,508.80
Change: \$0.00

| | |
|-----------------------------------|-------------------------------------------------------------------------------|
| | Current: \$822,508.80 |
| Exercised Options Total: | Previous: \$1,026,508.80 Change: \$958,118.40 Current: \$1,984,627.20 |
| Unexercised Options Total: | Previous: \$3,203,059.20 Change: \$1,010,649.60 Current: \$4,213,708.80 |
| Base and Options Total: | Previous: \$5,052,076.80 Change: \$1,968,768.00 Current: \$7,020,844.80 |

(b)(4)

FUNDING DETAILS:

| ITEM NO. | FUNDING LINE | OBLIGATED AMOUNT | ACCOUNTING CODES |
|----------|--------------|------------------|----------------------------------------------------------------------|
| N/A | 1 | (b)(4) | DEA-2018-2018-S1D-SA-2320322-DOM-G2-ADM-25105-FOI-SA046-2320322-2018 |
| N/A | 2 | | DEA-2018-DXD-SA-2320322-DCF-G2-ADM-25105-FOI-SA046-2320322-2018 |
| N/A | 3 | | DEA-2019-2019-S1D-SA-2320322-DOM-G3-ADM-25105-FOI-SA046-2320322-2019 |
| N/A | 4 | | DEA-2019-DXD-SA-2320322-DCF-G3-ADM-25105-FOI-SA046-2320322-2019 |
| N/A | 5 | | DEA-2019-2019-S1D-SA-2320322-DOM-G3-ADM-25105-FOI-SA046-2320322-2019 |
| N/A | 6 | | DEA-2019-DXD-SA-2320322-DCF-G3-ADM-25105-FOI-SA046-2320322-2019 |
| N/A | 7 | | DEA-2019-DXD-SA-2320322-DCF-G3-ADM-25105-FOI-SA046-2320322-2019 |

PREVIOUS: \$1,849,017.60

CHANGE: \$0.00

CURRENT: \$1,849,017.60

(b)(6);
(b)(7)(C);
(b)(7)(F)

| | | | | | |
|------------------------------------------------------------------------------------|--|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|----------------|
| AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT | | | 1. CONTRACT ID CODE 47QRAA18D0099 | | |
| 2. AMENDMENT/MODIFICATION NUMBER P00005 | | 3. EFFECTIVE DATE See Block 16c | 4. REQUISITION/PURCHASE REQUISITION NUMBER See Lines | 5. PROJECT NUMBER (if applicable) | |
| 6. ISSUED BY DEA Headquarters 8701 Morrisette Drive Springfield, VA 22152 | | CODE 15DDHQ | 7. ADMINISTERED BY (if other than Item 6) DEA Attn: Office of Acq & Relo Mgmt (FA) 8701 Morrisette Drive Springfield, VA 22152 | | CODE 15DDHQ |

| | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----|-----------------------------------------------------------------|
| 8. NAME AND ADDRESS OF CONTRACTOR (Number, street, country, state and ZIP Code) INTERNATIONAL BUSINESS SALES & SERVICES CORPORATION Doing Business As: IBSS 1110 BONIFANT STREET SUITE 501 SILVER SPRING, MD 20910 DUNS: 926177262 CODE 521765836 FACILITY CODE 926177262 | | (X) | 9A. AMENDMENT OF SOLICITATION NUMBER |
| | | | 9B. DATED (SEE ITEM 11) |
| | | | 10A. MODIFICATION OF CONTRACT/ORDER NUMBER 15DDHQ18F00001074 |
| | | X | 10B. DATED (SEE ITEM 13) 08/14/2018 |

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (if required)
DEA-2018-2018-STD-SA-2320322-DOM-G2-ADM-25105-FOI-SA046-2320322-2018

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NUMBER AS DESCRIBED IN ITEM 14.

| | |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CHECK ONE | A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NUMBER IN ITEM 10A. |
| X | B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b). |
| | C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: |
| | D. OTHER (Specify type of modification and authority) |

E. IMPORTANT: Contractor is not, is required to sign this document and return copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)
A. The purpose of this modification is to incorporate the revised clause DEA-2852.204-78 Contractor Personnel Requirement (Nov 2019). Accordingly:
1) Any and all references to "DEA-2852.204-78 Contractor Personnel Reporting Requirement" and its contents are hereby deleted and replaced in lieu thereof with the revised clause "DEA-2852.204-78 Contractor Personnel Reporting Requirement (Nov 2019)" attached hereto.
2) All other terms and conditions remain unchanged.

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

| | | | |
|-------------------------------------------------------------------------|--|---------------------------------------------------------------------------------|--|
| 15A. NAME AND TITLE OF SIGNER (Type or print) | | 16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) | |
| 15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign) | | 16B. UNITED STATES OF AMERICA By _____ (Signature of Contracting Officer) | |
| 15C. DATE SIGNED | | 16C. DATE SIGNED | |

(b)(6);
(b)(7)(C);
(b)(7)(F)

(b)(6);
(b)(7)(C);
(b)(7)(F)

Previous edition unusable

Section 2 - Commodity or Services Schedule

The Contractor shall provide services in accordance with attached Statement of Work. Proposal dated 07/11/2018 is hereby incorporated into this order.

Funding for the base year will be added when funds become available.

(b)(4)

SCHEDULE OF SUPPLIES/SERVICES

CONTINUATION SHEET

| ITEM NO. | SUPPLIES/SERVICES | QUANTITY | UNIT | UNIT PRICE | FEES | AMOUNT |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------|------------|------|--------|
| 0001 | Paralegal II - 5 Positions CLIN 0001 PSC: R699 Line Period of Performance: 09/26/2018 - 09/25/2019 Base Period | | HR | | | |
| 0002 | Paralegal III - 2 Positions CLIN 0002 PSC: R699 Line Period of Performance: 09/26/2018 - 09/25/2019 Base Period | | HR | | | |
| 0003 | Paralegal IV - 1 Position CLIN 0003 PSC: R699 Line Period of Performance: 09/26/2018 - 09/25/2019 Base Period | | HR | | | |
| 0004 | Paralegal II - 3 Positions CLIN 1001 PSC: R699 Line Period of Performance: 09/26/2019 - 09/25/2020 Exercised Option 0001 | | HR | | | |
| 0005 | Paralegal III - 8 Positions CLIN 1002 | | HR | | | |

PSC: R699
Line Period of Performance: 09/26/2019 - 09/25/2020
Exercised Option 0002

0006 Paralegal IV - 1 Position
CLIN 1003

HR

PSC: R699
Line Period of Performance: 09/26/2019 - 09/25/2020
Exercised Option 0003

0007 Paralegal II - 3 Positions
CLIN 2001

HR

PSC: R699
Line Period of Performance: 09/26/2020 - 09/25/2021
Unexercised Option 0002

0008 Paralegal III - 8 Positions
CLIN 2002

HR

PSC: R699
Line Period of Performance: 09/26/2020 - 09/25/2021
Unexercised Option 0002

0009 Paralegal IV - 1 Position
CLIN 2003

HR

PSC: R699
Line Period of Performance: 09/26/2020 - 09/25/2021
Unexercised Option 0002

0010 Paralegal II - 3 Positions
CLIN 3001

HR

PSC: R699
Line Period of Performance: 09/26/2021 - 09/25/2022
Unexercised Option 0003

| | | |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------|----|
| 0011 | Paralegal III - 8 Positions CLIN 3002 PSC: R699 Line Period of Performance: 09/26/2021 - 09/25/2022 Unexercised Option 0003 | HR |
| 0012 | Paralegal IV - 1 Position CLIN 3003 PSC: R699 Line Period of Performance: 09/26/2021 - 09/25/2022 Unexercised Option 0003 | HR |
| 0013 | Paralegal II - 3 Positions CLIN 4001 PSC: R699 Line Period of Performance: 09/26/2022 - 09/25/2023 Unexercised Option 0001 | HR |
| 0014 | Paralegal III - 8 Positions CLIN 4002 PSC: R699 Line Period of Performance: 09/26/2022 - 09/25/2023 Unexercised Option 0002 | HR |
| 0015 | Paralegal IV - 1 Position CLIN 4003 PSC: R699 Line Period of Performance: 09/26/2022 - 09/25/2023 Unexercised Option 0003 | HR |

Base Total: Original: \$822,506.80
Change: \$0.00

| | |
|-----------------------------------|-----------------------------------------------------------------------|
| | Current: \$822,508.80 |
| Exercised Options Total: | Previous: \$1,984,627.20 Change: \$0.00 Current: \$1,984,627.20 |
| Unexercised Options Total: | Previous: \$4,213,708.80 Change: \$0.00 Current: \$4,213,708.80 |
| Base and Options Total: | Previous: \$7,020,844.80 Change: \$0.00 Current: \$7,020,844.80 |

(b)(4)

FUNDING DETAILS:

| ITEM NO. | FUNDING LINE | OBLIGATED AMOUNT | ACCOUNTING CODES |
|----------|--------------|-----------------------------------------------------------------------|----------------------------------------------------------------------|
| N/A | 1 | (b)(4) | DEA-2018-2018-S1D-SA-2320322-DOM-G2-ADM-25105-FOI-SA046-2320322-2018 |
| N/A | 2 | | DEA-2018-DXD-SA-2320322-DCF-G2-ADM-25105-FOI-SA046-2320322-2018 |
| N/A | 3 | | DEA-2019-2019-S1D-SA-2320322-DOM-G3-ADM-25105-FOI-SA046-2320322-2019 |
| N/A | 4 | | DEA-2019-DXD-SA-2320322-DCF-G3-ADM-25105-FOI-SA046-2320322-2019 |
| N/A | 5 | | DEA-2019-2019-S1D-SA-2320322-DOM-G3-ADM-25105-FOI-SA046-2320322-2019 |
| N/A | 6 | | DEA-2019-DXD-SA-2320322-DCF-G3-ADM-25105-FOI-SA046-2320322-2019 |
| | | PREVIOUS: \$1,849,017.60 CHANGE: \$0.00 CURRENT: \$1,849,017.60 | |

DEA-2852.204-78 CONTRACTOR PERSONNEL REPORTING REQUIREMENT (NOV 2019)

- (a) During the life of this acquisition for services, the contractor shall report required information on all personnel directly assigned to perform services under the contract using the Contractor Personnel Reporting Requirements (CPRR), which can be accessed using a secured internet application at <https://esp.usdoj.gov/cprp> (address subject to change). By the 10th of February, May, August, and November, the Contractor shall input or revise contractor personnel information for the prior quarter activity.
- (b) The report requires personally identifiable information (PII) for each individual directly billable to this contract. The system is used for ongoing security of the DEA facilities, allocation of DEA resources and to ensure compliance with Homeland Security Presidential Directive 12 (HSPD-12). Therefore, it is important that the report is as accurate as possible and updated quarterly to include any additions, updates, or changes in status. Questions concerning reporting may be referred to the Contracting Officer.
- (c) Failure to submit timely updates on the quarterly CPRR report will be documented by the Government and reported to the Contracting Officer's Representative (COR) or Contracting Officer for appropriate action and may result in adverse comments on the Contractor Performance Assessment Reporting System (CPARS). In the event of repetitive failures to provide this report, the contract may be terminated for cause.

End of clause

Prescription: Insert in all DEA contracts, BPAs, purchase orders, task orders and delivery orders where contractor personnel require access to: DEA information, IT systems, and/or facilities or space. This requirement **does** extend to contractor personnel who work on an irregular basis such as linguists, HAZMAT personnel, and Employee Assistance Program personnel. This requirement **does not** apply to contractor personnel who are escorted while on-site to perform short-term tasks such as equipment service calls, limited installation jobs, or other commercial services. This requirement **does not** extend to contractor personnel who perform commercial services at their company's business location such as general IT helpdesk services or public telecommunications services. For questions regarding CPRR's applicability to a requirement, please contact ISRContractSecurityReview@dea.usdoj.gov.

Fill-in info: N

UCF section: H

Replaces: DEA-2852.204-78 Contractor Personnel Reporting Requirements (CPRR) (MAY 2019)

(b)(6);
(b)(7)(C);
(b)(7)(F)

| | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT | | 1. CONTRACT ID CODE 47QRAA18D0099 | |
| 2. AMENDMENT/MODIFICATION NUMBER P00006 | 3. EFFECTIVE DATE See Block 16c | 4. REQUISITION/PURCHASE REQUISITION NUMBER See Lines | 5. PROJECT NUMBER (if applicable) |
| 6. ISSUED BY DEA Headquarters 8701 Morrisette Drive Springfield, VA 22152 | CODE 15DDHQ [Redacted]@usdoj.gov | 7. ADMINISTERED BY (if other than Item 6) DEA Attn: Office of Acq & Relo Mgmt (FA) 8701 Morrisette Drive Springfield, VA 22152 | CODE 15DDHQ |
| 8. NAME AND ADDRESS OF CONTRACTOR (Number, street, country, state and ZIP Code) INTERNATIONAL BUSINESS SALES & SERVICES CORPORATION Doing Business As: IBSS 1110 BONIFANT STREET SUITE 501 SILVER SPRING, MD 20910 DUNS: 926177262 | | (X) | 9A. AMENDMENT OF SOLICITATION NUMBER |
| CODE 521765836 FACILITY CODE 926177262 | | | 9B. DATED (SEE ITEM 11) |
| | | X | 10A. MODIFICATION OF CONTRACT/ORDER NUMBER 15DDHQ18F00001074 |
| | | | 10B. DATED (SEE ITEM 13) 08/14/2018 |

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (if required)

DEA-2018-2018-STD-SA-2320322-DOM-G2-ADM-25105-FOI-SA046-2320322-2018

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NUMBER AS DESCRIBED IN ITEM 14.

| | |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CHECK ONE | A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NUMBER IN ITEM 10A. |
| | B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b). |
| | C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: |
| X | D. OTHER (Specify type of modification and authority) DEA-2852.242-72 FINAL INVOICE AND RELEASE OF RESIDUAL FUNDS (MAY 2012) |

E. IMPORTANT: Contractor is not, is required to sign this document and return ___ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of modification P00005 is to decrease funding and close Base Year. Accordingly:

- a. The total obligated amount is decreased by \$295,552.29 from \$1,849,017.60 to \$1,553,465.31
- b. The Base Year is closed in its entirety

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

| | | |
|----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| 15A. NAME AND TITLE OF SIGNER (Type or print) Behzad Hadaegh, Chief Operating Officer | 16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) [Redacted] | (b)(6); (b)(7)(C); (b)(7)(F) |
| 15B. CONTRACTOR/OFFEROR <i>Behzad Hadaegh</i> (Signature of person authorized to sign) | 15C. DATE SIGNED 01/28/2020 | 16B. UNITED STATES OF AMERICA By [Redacted] (Signature of Contracting Officer) |
| | 15D. DATE SIGNED | 16C. DATE SIGNED |

Previous edition unusable

Section 2 - Commodity or Services Schedule

(b)(4)

SCHEDULE OF SUPPLIES/SERVICES

CONTINUATION SHEET

| ITEM NO. | SUPPLIES/SERVICES | QUANTITY | UNIT | UNIT PRICE | FEES | AMOUNT |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------|----------|------|------------|--------|--------|
| 0001 | Paralegal II - 5 Positions CLIN 0001 PSC: R699 Line Period of Performance: 09/26/2018 - 09/25/2019 Base Period | (b)(4) | HR | (b)(4) | (b)(4) | (b)(4) |
| 0002 | Paralegal III - 2 Positions CLIN 0002 PSC: R699 Line Period of Performance: 09/26/2018 - 09/25/2019 Base Period | | HR | | | |
| 0003 | Paralegal IV - 1 Position CLIN 0003 PSC: R699 Line Period of Performance: 09/26/2018 - 09/25/2019 Base Period | | HR | | | |
| 0004 | Paralegal II - 3 Positions CLIN 1001 PSC: R699 Line Period of Performance: 09/26/2019 - 09/25/2020 Exercised Option 0001 | | HR | | | |
| 0005 | Paralegal III - 8 Positions CLIN 1002 | | HR | | | |