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Statement of Work (SOW)
U.S. Department of Holmeland Security (DHS)
U.S. Citizenship and Immigration Services (USCIS)
CARD COUNTERS

1. Title of Project

Procurement of Card Counters for the Department of Homeland Security (DHS), U.S. Citizenship and Immigration Services (USCIS), Office of Intake and Document Productions (OIDP) Document Management Division (DMD).

2. Period of Performance

The period of performance will be for one-time delivery and base plus four-year Maintenance agreement.

3. Place of Performance

Services shall be performed at the contractor's facility. The Government reserves the right to conduct on-site announced or unannounced visits to the Contractor's facility.

4. Background

The mission of the U.S. Citizenship and Immigration Services (USCIS) is to administer the immigration and naturalization laws of the United States. USCIS must ensure customers receive timely and accurate information and correctly adjudicated benefit applications and petitions through a commitment to excellence, courtesy, process improvement and customer satisfaction.

The Office of Intake and Document Production (OIDP), a component of the USCIS Management Directorate, falls under the executive leadership of the USCIS Associate Director for Management. The Document Management Division (DMD) ensures fulfillment of USCIS mission requirements for the production of Permanent Residence Cards (PRC) and Employment Authorization Document (EAD) of the USCIS Office of Intake and Document Production.

5. Scope

The contractor shall produce and provide Card Counters for card production sites at Lees Summit Missouri and Corbin Kentucky (four per site).

The card counter will be incorporated into the Permanent Resident Card (PRC) and Employment Authorization Document (EAD) production processes and shall be delivered at the following sites:

USCIS Lees Summit Production Facility
Attn: Tony Lamb
777 NW Blue Parkway Suite 3370,
Lees Summit MO, 64086
POC: Tony Lamb

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USCIS Corbin Production Facility
Attn: Brian Sutton
203 Allison Blvd Corbin KY, 40701
POC: Brian Sutton

A. **Card Counters.** Card counters are used for count verifications of PRC and EAD cards that are being removed from secure storage inventories into card production. Once the PRC or EAD cards have been personalized a count verification will be performed to verify that the pre-production card counts match the after-production counts.

The card counters shall be produced in quantities as specified in the delivery task order, and delivered within the specified time frame.

6. Deliverables

The Contractor shall provide all deliverables to the COR and specific point of contact (POC) as specified in the Statement of Work for review and acceptance. All documentation developed by the Contractor shall become the property of the Government and shall not contain proprietary markings. The contractor shall produce and distribute card counters in quantities as specified in the delivery task order and delivered. Shipment of card counters will be made to the USCIS Lees Summit Production Facility (LPF) and the Corbin Production Facility (CPF) within 30 days after contract award. USCIS will provide the contractor with a specific point of contact (POC) at the LPF and CPF prior to shipment of the card counters.

Deliverable	SOW Reference	Delivery Time	Recipient
Card Counter shipped	6	Within 30 calendar days	USCIS LPF and CPF
Post Award Conference	8	Within 5 calendar days of award	COR and PM

8. Post Award Conference

Upon award of contract, and within 10 calendar days after the successful completion of the delivery requirements as detailed in Attachment 1, the COR and PM will conduct a post-award contract meeting with the Contractor to discuss and review requirements of the contract and the security features to be incorporated into the stamps and seals.

9. Travel

No travel reimbursement under this contractual vehicle is authorized.

10. Government Furnished Information/Support

The government will provide the vendor with required features and delivery locations.

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12. Evaluation of Performance for Contractor Performance Reports

Past performance information is relevant information regarding a Contractor's actions and conduct on previously awarded contracts. It includes such things as a Contractor's ability to conform to contract requirements and specifications, adherence to contract schedules, quality performance, cost control, reasonable and cooperative behavior, and commitment to customer satisfaction.

For active contracts valued more than $100,000.00 dollars, the Federal Acquisition Regulation (FAR) requires federal agencies to prepare Contractor performance evaluations (report cards). Report cards are completed and forwarded to the Contractor for review within 30 calendar days from the time the work under the contract is completed for each contract year. Interim evaluations by the Contracting Officer may be completed as necessary. The Contractor has 30 days to reply with comments, rebutting statements, or additional information that will be made part of the official record. Performance evaluation reports will be available to Government contracting personnel for their use in making responsibility determinations and source selection purposes on future contract actions.

14. Warranty

The Contractor must provide a warranty period of at least 90 calendar days after receipt of the card counters, during which period the card counters must operate or perform as expected and without complication or difficulty. Performance includes accuracy of the counts per batch, ease of operation and set-up, and mechanical performance of the card counters. During the warranty period, the Contractor must be responsible for the costs and coordination of shipment of products to and from the Contractor when warranty maintenance or repair is required.

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Attachment 1

Sample Specifications for Card Counter Abilities
CLIN 0001

Max Capacity	500
Minimum Capacity	250”
Variance Card Thickness	0.25 to 1.65mm
Power Source	100-240VAC 50/60Hz

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