USPS OIG Broad Agency Announcement (BAA) FY2026

Solicitation #6HQOIG-26-A-0002
Amendment 004

Issue Date: 6/10/2026

***** THIS BAA SUPERSEDES ALL PRIOR VERSIONS *****

Issued By:
Office of Inspector General
United States Postal Service
1735 N. Lynn Street, Suite 200
Arlington, VA 22209-2020

Promoting Integrity and Accountability in America's Postal System

FY2026 OIG Broad Agency Announcement (BAA)
6HQOIG-26-A-0002

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ORDER / SOLICITATION / OFFER / AWARD

OFFEROR TO COMPLETE BLOCKS 13, 15, 21, 22, 24A and 27	1. REQUISITION NO.	PAGE 1 OF 2

2. CONTRACT/ORDER NO.	3. AWARD/EFFECTIVE DATE	4. MASTER CONTRACT NO.	5. SOLICITATION NO.	6. SOLICITATION ISSUE DATE
			6HQOIG-26-A-0002	10/17/2025

7. For Information Call	A. NAME	B. TELEPHONE NO.	C. FAX NO.	8. OFFER DUE DATE/TIME
	FARZAD J. AFRASIABI	(703) 248-2118		09/30/2026 1200 ET

9. ISSUED BY CODE 6HQOIG
UNITED STATES POSTAL SERVICE
OFFICE OF INSPECTOR GENERAL
1735 N LYNN ST, SUITE 200
ARLINGTON VA 22209-2020

EMAIL: fafrasiabi@uspsoig.gov

10. ACO CODE
6HQOIG

11. SOLICITATION METHOD
- [ ] RFQ
- [x] RFP
- [ ] ORAL

12. DELIVERY
- [ ] FOB DESTINATION
- [ ] FOB ORIGIN
- [ ] SEE SCHEDULE

13. SUPPLIER CODE

TELEPHONE: FAX:
EMAIL:

14. BILLING ADDRESS CODE

15. REMITTANCE ADDRESS CODE

TELEPHONE: FAX:
EMAIL:

- [ ] CHECK
- [ ] EFT

16. DELIVERY ADDRESS CODE

TELEPHONE:
DELIVER BY/END DATE:

17. ITEM NO	18. SCHEDULE OF SUPPLIES AND SERVICES	19. QUANTITY	20. UNIT	21. UNIT PRICE	22. AMOUNT
	This Broad Agency Announcement (BAA) supersedes all prior year BAA's. Prior fiscal year BAA proposals deemed acceptable and kept on file, or currently under evaluation, need NOT reapply for the same position. This constitutes the USPS Office of Inspector General's (OIG) Broad Agency Announcement (BAA), to solicit proposals from interested parties on a specific subset of OIG services. The OIG reserves the right to select for award all, some or none of the proposals in response to this Continued ...				

23. TOTAL AWARD AMOUNT (USPS Use Only)

24 A. PAYMENT DISCOUNT(S) OFFERED
(Offeror to the above Solicitation)

24 B. PAYMENT DISCOUNT(S) AWARDED (USPS Use Only)

25. [X] The supplier is required to sign this document and return 1 copies to the issuing office. The supplier agrees, subject to the terms and conditions specified herein, to provide and deliver all items identified above and on any additional sheets.

26. [ ] Award of Contract: Your offer on this solicitation is accepted as to item numbers:

27. SUPPLIER (Name, Date, Signature)

TITLE:
TELEPHONE:
EMAIL:

28. UNITED STATES POSTAL SERVICE (CO's Name, Date, Signature)
FARZAD J. AFRASIABI

TITLE:
TELEPHONE:
EMAIL:

17. ITEM NO	18. SCHEDULE OF SUPPLIES AND SERVICES	19. QUANTITY	20. UNIT	21. UNIT PRICE	22. AMOUNT
	announcement. A formal Request for Proposal (RFP), solicitation, and/or additional information regarding this announcement will not be issued. All applicable solicitation provisions, instructions, terms and conditions are contained in the attached documents. Specific clauses for any resultant contracts will be negotiated at contract award. Pursuant to 39 U.S.C. § 410(a), no Federal law dealing with public or Federal contracts, property, works, officers, employees, budgets, or funds, including the provisions of chapters 5 and 7 of title 5, shall apply to the exercise of the powers of the Postal Service. Specifically, the OIG does not fall under the purview of the Federal Acquisition Regulation (FAR). This BAA is intended for proposals related to professional, consultant and support services only. USPS OIG contract holders must comply with the Vietnam Era Veterans' Readjustment Assistance Act of 1972, as amended (38 U.S.C. 4211 and 4212), for contracts worth $150,000 or more. See https://www.dol.gov/vets/vets4212.htm#overview for reporting requirements. Proposals are accepted on a rolling basis, unless noted otherwise, and contracts may be awarded throughout the solicitation period. A position listing may result in one or more contract awards. The solicitation period ends on 30 September 2026, or until replaced by a subsequent BAA, whichever is earlier.				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. AMENDMENT/MODIFICATION NO.	2. EFFECTIVE DATE	3. REQUISITION NO.	PAGE	OF
0001	10/17/2025		1	1

4. ISSUED BY CODE 6HQOIG

FARZAD J. AFRASIABI
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5. ADMINISTERED BY *(If other than Item 4)* CODE 6HQOIG

UNITED STATES POSTAL SERVICE
OFFICE OF INSPECTOR GENERAL
1735 N LYNN ST, SUITE 200
ARLINGTON VA 22209-2020

6. SUPPLIER NAME AND ADDRESS CODE

TELEPHONE FAX
EMAIL

[X] 7A. AMENDMENT OF SOLICITATION NO.
6HQOIG-26-A-0002

7B. DATED (SEE ITEM 9)
10/17/2025

[ ] 8A. MODIFICATION OF CONTRACT / ORDER NO.

8B. DATED (SEE ITEM 10)

9. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

[X] The above numbered Solicitation is amended as set forth in Items 7A and 11. The hour and date specified for receipt of Offers [ ] is extended. [X] is not extended. Offerors 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 6 and 13 and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or email which includes a reference to the solicitation and amendment number. YOUR OFFER MAY BE REJECTED IF ACKNOWLEDGEMENT OF THIS ADMENDMENT IS NOT RECEIVED AT THE PLACE DESIGNATED AND PRIOR TO THE HOUR AND DATE SPECIFIED. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or email, provided each letter or email makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

10. THIS ITEM APPLIES ONLY TO MODIFICATION OF CONTRACT / ORDER IN ITEM 8A. IT MODIFIES THE CONTRACT/ORDER NO. AS SET FORTH IN ITEM 11.

[ ] A. THIS CHANGE IS ISSUED PURSUANT TO CLAUSE: (Specify clause by number and name)

[ ] B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES.

[ ] C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO THE AUTHORITY OF MUTUAL AGREEMENT.

[ ] D. OTHER: (Specify type of modification and authority)

E. IMPORTANT: Supplier [ ] is not, [ ] is required to sign this document and return _____ copies to the issuing office.

11. DESCRIPTION OF AMENDMENT/MODIFICATION

The purpose of this Amendment 001 is to update Attachment 3 - Office of Investigations (OI) to add a duty location specified for the Workers Compensation Surveillance Specialist (WCSS) position description.

Except as provided herein, all terms and conditions of the document referenced in Item 7A or 8A, as heretofore changed, remain unchanged and in full force and effect.

12. ACCOUNTING DATA	A. AWARD PAYMENT TERMS	B. NET CHANGE

13. SUPPLIER (Name, Date, Signature)	14. UNITED STATES POSTAL SERVICE (CO's Name, Date, Signature)
TITLE:	TITLE:
TELEPHONE:	TELEPHONE:
EMAIL:	EMAIL:

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. AMENDMENT/MODIFICATION NO.	2. EFFECTIVE DATE	3. REQUISITION NO.	PAGE	OF
0002	10/17/2025		1	1

4. ISSUED BY CODE 6HQOIG

FARZAD J. AFRASIABI
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EMAIL fafrasiabi@uspsoig.gov

5. ADMINISTERED BY *(If other than Item 4)* CODE 6HQOIG

UNITED STATES POSTAL SERVICE
OFFICE OF INSPECTOR GENERAL
1735 N LYNN ST, SUITE 200
ARLINGTON VA 22209-2020

6. SUPPLIER NAME AND ADDRESS CODE

TELEPHONE FAX
EMAIL

[X] 7A. AMENDMENT OF SOLICITATION NO.
6HQOIG-26-A-0002

7B. DATED (SEE ITEM 9)
10/17/2025

[ ] 8A. MODIFICATION OF CONTRACT / ORDER NO.

8B. DATED (SEE ITEM 10)

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[ ] A. THIS CHANGE IS ISSUED PURSUANT TO CLAUSE: (Specify clause by number and name)

[ ] B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES.

[ ] C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO THE AUTHORITY OF MUTUAL AGREEMENT.

[ ] D. OTHER: (Specify type of modification and authority)

E. IMPORTANT: Supplier [ ] is not, [ ] is required to sign this document and return _____ copies to the issuing office.

11. DESCRIPTION OF AMENDMENT/MODIFICATION

The purpose of this Amendment 002 is to update Attachment 3 - Office of Investigations (OI) to add the Contract Fraud Analyst (CFA) position description.

Except as provided herein, all terms and conditions of the document referenced in Item 7A or 8A, as heretofore changed, remain unchanged and in full force and effect.

12. ACCOUNTING DATA	A. AWARD PAYMENT TERMS	B. NET CHANGE

13. SUPPLIER (Name, Date, Signature)	14. UNITED STATES POSTAL SERVICE (CO's Name, Date, Signature)
TITLE:	TITLE:
TELEPHONE:	TELEPHONE:
EMAIL:	EMAIL:

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. AMENDMENT/MODIFICATION NO.	2. EFFECTIVE DATE	3. REQUISITION NO.	PAGE	OF
0003	10/17/2025		1	1

4. ISSUED BY CODE 6HQOIG

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EMAIL fafrasiabi@uspsoig.gov

5. ADMINISTERED BY *(If other than Item 4)* CODE 6HQOIG

UNITED STATES POSTAL SERVICE
OFFICE OF INSPECTOR GENERAL
1735 N LYNN ST, SUITE 200
ARLINGTON VA 22209-2020

6. SUPPLIER NAME AND ADDRESS CODE

TELEPHONE FAX
EMAIL

[x] 7A. AMENDMENT OF SOLICITATION NO.
6HQOIG-26-A-0002

7B. DATED (SEE ITEM 9)
10/17/2025

[ ] 8A. MODIFICATION OF CONTRACT / ORDER NO.

8B. DATED (SEE ITEM 10)

9. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

[x] The above numbered Solicitation is amended as set forth in Items 7A and 11. The hour and date specified for receipt of Offers [ ] is extended. [x] is not extended. Offerors 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 6 and 13 and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or email which includes a reference to the solicitation and amendment number. YOUR OFFER MAY BE REJECTED IF ACKNOWLEDGEMENT OF THIS ADMENDMENT IS NOT RECEIVED AT THE PLACE DESIGNATED AND PRIOR TO THE HOUR AND DATE SPECIFIED. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or email, provided each letter or email makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

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[ ] A. THIS CHANGE IS ISSUED PURSUANT TO CLAUSE: (Specify clause by number and name)

[ ] B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES.

[ ] C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO THE AUTHORITY OF MUTUAL AGREEMENT.

[ ] D. OTHER: (Specify type of modification and authority)

E. IMPORTANT: Supplier [ ] is not, [ ] is required to sign this document and return _____ copies to the issuing office.

11. DESCRIPTION OF AMENDMENT/MODIFICATION

The purpose of this Amendment 003 is to update Attachment 3 - Office of Investigations (OI) to add various position locations.

Except as provided herein, all terms and conditions of the document referenced in Item 7A or 8A, as heretofore changed, remain unchanged and in full force and effect.

12. ACCOUNTING DATA	A. AWARD PAYMENT TERMS	B. NET CHANGE

13. SUPPLIER (Name, Date, Signature)	14. UNITED STATES POSTAL SERVICE (CO's Name, Date, Signature)
TITLE:	TITLE:
TELEPHONE:	TELEPHONE:
EMAIL:	EMAIL:

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. AMENDMENT/MODIFICATION NO.	2. EFFECTIVE DATE	3. REQUISITION NO.	PAGE	OF
0004	10/17/2025		1	1

4. ISSUED BY CODE 6HQOIG

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ARLINGTON VA 22209-2020

6. SUPPLIER NAME AND ADDRESS CODE

TELEPHONE FAX
EMAIL

[X] 7A. AMENDMENT OF SOLICITATION NO.
6HQOIG-26-A-0002

7B. DATED (SEE ITEM 9)
10/17/2025

[ ] 8A. MODIFICATION OF CONTRACT / ORDER NO.

8B. DATED (SEE ITEM 10)

9. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

[X] The above numbered Solicitation is amended as set forth in Items 7A and 11. The hour and date specified for receipt of Offers [ ] is extended. [X] is not extended. Offerors 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 6 and 13 and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or email which includes a reference to the solicitation and amendment number. YOUR OFFER MAY BE REJECTED IF ACKNOWLEDGEMENT OF THIS ADMENDMENT IS NOT RECEIVED AT THE PLACE DESIGNATED AND PRIOR TO THE HOUR AND DATE SPECIFIED. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or email, provided each letter or email makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

10. THIS ITEM APPLIES ONLY TO MODIFICATION OF CONTRACT / ORDER IN ITEM 8A. IT MODIFIES THE CONTRACT/ORDER NO. AS SET FORTH IN ITEM 11.

[ ] A. THIS CHANGE IS ISSUED PURSUANT TO CLAUSE: (Specify clause by number and name)

[ ] B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES.

[ ] C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO THE AUTHORITY OF MUTUAL AGREEMENT.

[ ] D. OTHER: (Specify type of modification and authority)

E. IMPORTANT: Supplier [ ] is not, [ ] is required to sign this document and return _____ copies to the issuing office.

11. DESCRIPTION OF AMENDMENT/MODIFICATION

The purpose of this Amendment 004 is to update Attachment 3 - Office of Investigations (OI) to:

1) Remove the Contract Fraud Analyst (CFA) position description;
2) Add the Federal Certified Polygraph Examiner (FCPE) position description.

Except as provided herein, all terms and conditions of the document referenced in Item 7A or 8A, as heretofore changed, remain unchanged and in full force and effect.

12. ACCOUNTING DATA	A. AWARD PAYMENT TERMS	B. NET CHANGE

13. SUPPLIER (Name, Date, Signature)	14. UNITED STATES POSTAL SERVICE (CO's Name, Date, Signature)
TITLE:	TITLE:
TELEPHONE:	TELEPHONE:
EMAIL:	EMAIL:

FY2026 OIG BAA Document/Services Status

Date: 10-Jun-2026
Solicitation: 6HQOIG-26-A-0002
Current Amendment: 04

Document:	Description:				LAST UPDATED USPS OIG Amend.	LAST UPDATED Document Version Date
	Primary/Appendix Documents					
	Title:				00	8-Oct-2024
	FY2026 OIG Broad Agency Announcement (BAA)					
	Appendix A (Post Submission Information)					
	Appendix B (OIG Office Locations)					
			Labor Rate:			
Attachment 1:	**Office of General Counsel (OGC)**		**NTE/Hr.**			
	Position	Status:	FT	PT	00	8-Oct-2024
	No positions available at this time					
Attachment 2:	**Research Insight Solution Center (RISC)**		**NTE/Hr.**			
	Position	Status:	FT	PT	00	8-Oct-2024
	No positions available at this time					
Attachment 3:	**Office of Investigations (OI)**		**NTE/Hr.**			
	Position	Status:	FT	PT	04	10-Jun-2026
	Workers Compensation Surveillance Specialist (WCSS)	Open	$46.00	N/A		
	Contract Fraud Analyst (CFA)	Closed	$55.00	N/A		
	Federal Certified Polygraph Examiner	Open	$68.00	N/A		
Attachment 4:	**Office of Audit (OA)**		**NTE/Hr.**			
	Position	Status:	FT	PT	00	8-Oct-2024
	No positions available at this time					
Attachment 5:	**Office of Chief Information Officer (OCIO)**		**NTE/Hr.**			
	Position	Status:	FT	PT	00	8-Oct-2024
	No positions available at this time					.
Attachment 6:	**Mission Support (MS)**		**NTE/Hr.**			
	Position	Status:	FT	PT	00	8-Oct-2024
	No positions available at this time					

Notes to Suppliers:

1. Submissions with hourly labor rate proposals that exceed an established Not to Exceed (NTE) rate will NOT be evaluated.
2. Submissions may be in any form and should address the specific evaluation factors.
3. Number of work hours may vary based on assignments, duty locations and are fully dependent on available funding. Check specific position title for more information.
4. Prior and current fiscal year BAA proposals deemed acceptable and kept on file do NOT have to resubmit for the same position. Proposals currently under evaluation do NOT have to resubmit.
5. DO NOT submit background/security documents (Exhibits A-G) as part of your proposal. They will be requested if a contract is offered.
6. DO NOT submit Personal Identifiable Information (PII) in your proposal, such as social security number, driver's license, etc.

FY2026 OIG Broad Agency Announcement (BAA)
6HQOIG-26-A-0002

INTRODUCTION

This constitutes the USPS Office of Inspector General's (OIG) Broad Agency Announcement (BAA). The OIG intends to solicit proposals from interested parties to recruit a pre-qualified candidate pool of potential contractors for a specific subset of OIG services. Positions may be immediately available and filled or may be pending availability due to operational needs or budgetary constraints. Prior year BAA proposals found acceptable and kept on file need NOT resubmit for the same position.

This BAA is for proposals related to **professional, consultant and support services only**, as addressed in Section III. These are NOT career federal government positions. Available OIG career positions are advertised on the OIG's official website (https://www.uspsoig.gov/work-for-us/job-openings) The OIG does NOT deliver mail or oversee postal operations. Any interest in contracting for mail delivery, trucking or related services should be made to the U.S. Postal Service itself (www.usps.com).

As new positions/services become available, or positions/services are removed, the OIG will communicate the status via amendments to the BAA. The most current version date and BAA Amendment supersedes all prior versions.

This BAA will remain in effect for one fiscal year (October 1 – September 30), or until replaced by a successor BAA, whichever is earlier. The BAA is issued on the System for Award Management website (www.sam.gov). Proposals may be submitted at any time during the solicitation period, as further defined in Section IV.

Pursuant to 39 U.S.C. § 410(a), "no Federal law dealing with public or Federal contracts, property, works, officers, employees, budgets, or funds, including the provisions of chapters 5 and 7 of title 5, shall apply to the exercise of the powers of the Postal Service." **Specifically, the OIG does not fall under the purview of the Federal Acquisition Regulation (FAR).**

The OIG reserves the right to award all, some or none of the proposals in response to this announcement. A formal Request for Proposal (RFP), solicitation, and/or additional information regarding this announcement will not be issued. All applicable solicitation provisions, instructions, terms and conditions are contained in this document. Specific clauses for any resultant contracts will be negotiated at contract award.

If a contract is offered and the position requires a security clearance, the Supplier is responsible for any drug certification and digital photography costs.

I. POINT OF CONTACT:

Farzad Afrasiabi (fafrasiabi@uspsoig.gov).

II. ELIGIBILITY INFORMATION:

All responsible sources, including individuals and companies, may submit proposals under this BAA.

III. AREAS OF INTEREST:

The OIG is interested in receiving proposals for professional, consultant and support services which offer potential for advancement and improvement of OIG operations.

The areas of interest for each OIG component can be found in the respective attachments:

1. **Office of General Counsel (OGC) – Attachment 1**
   The Office of General Counsel provides legal advice on a wide range of topics across the broad spectrum of OIG work.

2. **Research Insight Solution Center (RISC) – Attachment 2**
   RISC's focus is to make recommendations designed to promote economy, efficiency, and effectiveness in all Postal Service operations.

3. **Office of Investigations (OI) – Attachment 3**
   The Office of Investigations investigates internal crimes and frauds against the Postal Service. These efforts contribute to safeguarding the Postal Service's revenue, assets and help deter postal crimes, ultimately helping to maintain a stable and sound Postal Service.

4. **Office of Audit (OA) – Attachment 4**
   The Office of Audit conducts and supervises objective and independent audits and reviews of Postal Service programs and operations.

5. **Office of Chief Information Officer (OCIO) – Attachment 5**
   The Office of Chief Information Officer provides IT services to the OIG.

6. **Mission Support (MS) – Attachment 6**
   Mission Support provides critical administrative services to support the mission of the OIG. These services include budget, planning and performance, human resources, logistics and support, and accounting and procurement.

IV. APPLICATION AND SUBMISSION INFORMATION:

Proposals are accepted on a rolling basis, unless noted otherwise, and contracts may be awarded throughout the solicitation period. A position listing may result in one or more contract awards. The solicitation period ends on September 30, 2026. A final decision on each individual proposal will be made within approximately 30 calendar days after receipt of the proposal. Suppliers will be notified via email of their proposal's selection or non-selection for funding.

OIG contract holders must comply with the Vietnam Era Veterans' Readjustment Assistance Act of 1972, as amended (38 U.S.C. 4211 and 4212), for contracts worth $150,000 or more. See https://www.dol.gov/vets/vets4212.htm#overview for reporting requirements.

a. Proposal Instructions

There is no standard submission format. Candidate resumes, and a cover letter are acceptable. At a minimum Suppliers must:

1. Identify the candidate's legal name and resume.
2. Identify the position(s) title(s).
3. Identify the specific duty location(s).
4. Address each individual evaluation criteria per the specific position description.
5. Propose an hourly rate or firm fixed price as noted in the position description.

Do NOT submit any personal identifiable information (e.g., Social Security number) in your proposal. Background, security, or other documents (Exhibits A through G) are NOT required as part of your proposal. They will be requested if a proposal is accepted.

b. Evaluation, Award, and Contract Administration

See "Appendix A – Post-Submission Information"

c. Proposed Hourly Rates

Suppliers must clearly indicate the hourly rate or firm fixed price they propose for the desired position(s). Unless noted otherwise, the OIG has identified not-to-exceed (NTE) hourly rates for Time-and-Materials and Labor-Hour contracts. Any proposed hourly rate that exceeds the NTE hourly rate will be rejected. Proposed hourly rates shall include wages, indirect costs, general and administrative expense, and profit. No additional costs will be considered.

The proposed hourly rate or firm fixed price is subject to a best value determination and negotiation, must still be competitive, and should reflect the Offeror's status and geographic labor market. The OIG may evaluate offers and award a contract without discussions or negotiations with Suppliers. Therefore, the offeror's initial offer should contain the Supplier's best terms from a price and technical standpoint. Discussions may be conducted if the OIG determines they are necessary. The OIG may reject any or all offers if such action is in the best interest of the OIG; accept other than the lowest offer and waive informalities and minor irregularities in offers received.

Unless stated in the position descriptions, travel reimbursement will not be authorized. The supplier shall be responsible for paying all expenses related to travel.

d. Electronic or Hardcopy Submissions

1. **Electronic submissions are encouraged to:** fafrasiabi@uspsoig.gov.

   Electronic proposals, including all attachments, should be submitted in a secure, pdf- or Microsoft Word-compatible format. A password should not be required for opening the documents, and the OIG must have the ability to print and copy text, images, and other content.

2. **Hard copy submission, if an electronic submission is not possible, may be sent to the following address:**

   Farzad Afrasiabi
   USPS Office of Inspector General
   1735 N. Lynn Street, Suite 200
   Arlington, VA 22209-2020

   Please send an electronic notification to fafrasiabi@uspsoig.gov notifying that a hardcopy submission is forthcoming.

V. OIG DUTY STATIONS:

OIG primary office locations comprise the OIG Headquarters in Arlington, VA, and over 100 office locations throughout the United States including Hawaii, Alaska, and Puerto Rico. See Appendix B (attached) for a complete listing of OIG offices.

ATTACHMENT 1

OFFICE OF GENERAL COUNSEL (OGC)

The Office of General Counsel (OGC) provides legal advice on a wide range of topics across the broad spectrum of OIG work, and keeps the agency, stakeholders and Congress informed on issues, events and topics via multiple communications channels.

POSITION HISTORY/AREAS OF INTEREST	STATUS/AS OF
RESERVED – No positions available at this time	

ATTACHMENT 2

RESEARCH INSIGHTS SOLUTION CENTER (RISC)

RISC's focus is to make recommendations designed to promote economy, efficiency, and effectiveness in all Postal Service operations. RISC disseminates actionable information and knowledge to champion the improvement of the OIG's performance and results. RISC seeks candidates who represent the highest level of expertise.

POSITION HISTORY/AREAS OF INTEREST	STATUS/AS OF

RESERVED – No positions available at this time

ATTACHMENT 3

OFFICE OF INVESTIGATIONS (OI)

The Office of Investigations (OI) investigates internal crimes and frauds against the Postal Service. These efforts contribute to safeguarding the Postal Service's revenue and assets and help deter postal crimes, ultimately helping to maintain a stable and sound Postal Service.

POSITION HISTORY/AREAS OF INTEREST	STATUS/AS OF
Federal Certified Polygraph Examiner	OPEN (06/10/2026)
Workers Compensation Surveillance Specialist(WCSS)	OPEN (2/12/2026)
Contract Fraud Analyst (CFA)	CLOSED (6/10/2026)

ATTACHMENT 3

OFFICE OF INVESTIGATIONS (OI)

Position Title:	**Federal Certified Polygraph Examiner**
Duty Location(s):	☐ Offsite (telecommute) ☒OIG Headquarters: Arlington, VA (Rosslyn) ☒OIG Field Office(s): Nationwide (See "Appendix B" for a listing of all OIG locations)
Security Clearance:	☐ Suitability Determination ☒ Secret/Postal Sensitive ☐ Top Secret
Full/Part Time:	☒Full Time ☐Part Time
Max. Labor Hours:	2,080 hrs./calendar year
Max. Labor Rate:	Not to exceed (NTE) $68.00/hr. (NTE $25/hr. in travel status)
Max. Contract Value*:	$707,200 (Five Year Total) *Subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1972 (See Note C)
Period of Performance:	1 – 5 years

Scope of Work/Services:

OIG Polygraph Examiners provide investigative support to OIG Special Agents conducting all program area investigations. Polygraph Examiners provide valuable support to these investigations by assisting in many investigative steps which may include, but is not limited to; interviews and interrogations, behavioral analysis interview (BAI) support, statement analysis, and polygraph examinations. Mentor and provide on the job training to all polygraph examiner new hires. Provide OI wide training regarding all elements of the Polygraph Program.

Polygraph Examiners may be required to perform any or all the following tasks:

a) Demonstrate in-depth knowledge of the USPS OIG mission, Polygraph Program Standard Operating Procedures, Quality Control protocols, operating systems, and databases.
b) Review and analyze case-related documents and materials.
c) Prepare clear, concise, and well-structured reports, including Memorandums of Activity (MOA) and Memorandums of Interview (MOI).
d) Provide oral and written testimony as required for government or USPS OIG proceedings.
e) Conduct polygraph examinations in support of OI investigations and allegations.
f) Perform Quality Control reviews for all USPS OIG polygraph examinations.

g) Deliver interview and interrogation support for witnesses, suspects, and victims.
h) Provide BAI and statement analysis services.
i) Travel nationwide to support USPS OIG investigations.
j) Provide training and mentorship to newly hired OIG polygraph examiners, by monitoring their performance and progress, ensuring all work adheres to OIG and NCCA standards.
k) Maintain and facilitate polygraph certification requirements for all USPS OIG examiners.
l) Assist with and/or coordinate biennial Quality Assurance Program inspections conducted by NCCA.
m) Deliver Polygraph Program and Interview/Interrogation training to OI and Audit personnel as requested.

Deliverables:

a) Hourly labor, amount is to be determined by the availability of funding and the specifics of each assignment.
b) Reports, as required by the specific assignment due by the end of each month into case management system.

Evaluation Factors:

a) At least 10 years of professional law enforcement experience.
b) Must be a graduate of the basic polygraph course offered by the National Center for Credibility Assessment (NCCA) or by its prior official designations as the Defense Academy for Credibility Assessment (DACA) or Department of Defense Polygraph Institute (DoDPI), AND within the last 10 years, been certified as an active Federal polygraph examiner by an authorized Federal polygraph or credibility assessment program per respective agency and Federal standards and requirements.
c) Must have experience conducting criminal specific polygraph examinations.
d) Must not have been previously decertified, due to substandard proficiency or as a punitive remedy of suspected or confirmed violations of ethical standards.
e) Demonstrate ability to routinely gather key information from interviews/interrogations and effectively communicate findings, both orally and in writing.
f) Proven ability to maintain a high level of attention to detail, ensuring accuracy and compliance with established standards.
g) Demonstrate ability to properly utilize major polygraph systems, to include Lafayette and/or Limestone polygraph systems.
h) Demonstrate the ability to accurately interpret and score polygraph charts utilizing any NCCA approved scoring method.
i) Demonstrate ability to properly formulate valid polygraph questions (Test Question Construction) in accordance with federal guidelines.
j) Strong organizational skills with the capacity to prioritize tasks, manage multiple responsibilities, and consistently meet deadlines while delivering quality results in fast-paced or high-pressure environments.
k) Ability to travel extensively and for extensive periods of time as needed.

Direct Travel Costs:

The USPS OIG will reimburse the suppliers for all direct expenses incurred during contractors'

necessary travel. For ALL overnight travel expenses, the Supplier will complete "OIG Overnight Travel Pre-Authorization for Contractors" prior to making travel arrangements and submit to the area field office Executive Special Agent in Charge (ESAC) or Deputy Special Agent in Charge (DSAC) for approval. Any Supplier's travel that is not approved in advance will not be reimbursed. Unauthorized travel may be grounds for a Supplier's termination of employment with the OIG. All approvals must be completed prior to making travel arrangements and the sub-contractor must make travel arrangements at least 72 hours prior to the scheduled travel unless authorized.

All travel must conform to Postal Service Handbook F-15, "Travel and Relocation," and USPS OIG Manual section 105, "Travel and Relocation." Reimbursable expenses include airfare, per diem, hotel, car rental, gas, tolls, etc., as outlined in Postal Service Handbook F-15. All expenses must be itemized to qualify for reimbursement. First class or business class air travel is not authorized and will not be reimbursed.

The OIG will pay suppliers no more than $25/hour in lieu of hourly rates for contractors' working time spent traveling to and from work assignments (excluding ordinary commutes to assigned duty stations, for which no compensation, hourly rate or otherwise, will be provided). Current mileage rate will be paid where applicable, except for ordinary commutes.

Mileage to and from the official duty location will not be reimbursed.

Payments:

The Supplier will submit a timesheet in accordance with the instructions specified below.

- Supplier will submit a timesheet on a 4-week cycle. Billing periods start and end dates will be communicated by the COR. The Supplier will document all hours worked in direct support of the referred program in quarter hour increments in the contractor module, during the invoiced month. Suppliers will submit their timesheets to the CORs no later than three (3) business days after the last day of the month. In no instance will an Invoice reflect dates for more than one month.

- The OIG will not pay the Supplier's General and Administrative (G&A) expenses. The OIG will not pay for typical and incidental expenses incurred by the supplier, such as document reproduction outside of OIG facilities, delivery expenses, and courier services (unless such expenses are for activities outside of the scope of customary business practices and specifically requested by the OIG).

Notes:

a) Suppliers must reference which duty location(s) they are submitting proposals for.
b) Suppliers may not subcontract out any part of the tasks/activities or deliverables required under this SOW.
c) USPS OIG contract holders must comply with the Vietnam Era Veterans' Readjustment Assistance Act of 1972, as amended (38 U.S.C. 4211 and 4212), for contracts worth $150,000 or more. If a Supplier cannot comply or chooses not to comply, USPS OIG reserves the right to modify the period of performance for administrative purposes.

ATTACHMENT 3

OFFICE OF INVESTIGATIONS (OI)

Position Title: **Workers Compensation Surveillance Specialist (WCSS)**

Duty Location(s):
☐ Offsite (telecommute)
☐ OIG Headquarters:
☒ OIG Field Office(s):
Central/South New Jersey/DE
Jacksonville, FL (covers Northern FL, Southern GA and Eastern AL)
Cleveland, OH
Chicago, IL
Northern Indiana, IN
Baltimore, MD
Long Island, NY
Dallas/Ft. Worth, TX
Houston, TX
Tampa, FL
Atlanta, GA
Federal Way, WA
Las Vegas, NV

Security Clearance:
☐ Suitability Determination
☒ Secret/Postal Sensitive
☐ Top Secret

Full/Part Time: Varies
Max. Labor Hours: 2,080 hrs./calendar year

Number of work hours will be contingent upon investigative assignments, duty locations, and appropriation of funds.

Max. Labor Rate: Not to exceed (NTE) $46.00/hr. (NTE $25/hr. in travel status)
Subject to negotiation and will vary by geographic region
Max. Contract Value*: $528,400.00
*Subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1972 (See Note C)

Period of Performance: 1 - 5 years

Scope of Work/Services:

OIG Workers Compensation Surveillance Specialists (WCSSs) provide local investigative support to OIG Special Agents investigating two types of suspected workers compensation fraud: claimant fraud and medical provider fraud. Special Agents work closely with the Postal Service's District Health and Human Resource Management (HRM) and U.S. Department of Labor (DOL) – Office of Workers' Compensation Programs (OWCP) offices, Postal Service management, and others to proactively

detect instances of suspected fraud and resolve allegations that have been brought to their attention. Investigations are typically lengthy, labor intensive, and involve complex issues.

a) Review/analyze applicable employment and medical data maintained by DOL, Postal Service, and other related sources to gather information and evidence related to the possible loss of postal funds and/or assets within the Injury Compensation (IC) Program. Note: The WCSS's review is limited to gathering information and evidence. WCSS's are prohibited from performing or commenting on the claims management duties of the IC specialists. Perform physical and technologically-assisted surveillances.
b) Analyze data using computer systems and software to obtain and process information for the purpose of identifying suspected loss of postal funds and/or assets within the IC Program.
c) Support OI's agents by interviewing potential witnesses.
d) Work with USPS personnel assigned to safety, health and injury compensation, the USPS OIG, DOL-OWCP claims examiners, and other federal, state, and local agencies to gather information and evidence related to the possible loss of postal funds and/or assets within the IC Program.
e) Request/perform criminal history, driver's license, and/or insurance company record checks.
f) Conduct potential witness interviews, including public and private sector employees and employers, and others to secure and document information and evidence of suspected loss of postal funds and/or assets within the IC Program.
   Note: Unaccompanied interaction and interviews with potential witnesses will be limited to obtaining subject background information and information in support of the WCSS's surveillance activity. WCSSs may conduct witness interviews of USPS employees at the direction of the case agent /agent but are not required to be accompanied by the agent. However, WCSSs must be accompanied by the case agent/agent when conducting formal interviews of non-USPS personnel.
g) At the direction and in coordination with the COR or case agent/agent, conduct physical and/or technologically-assisted surveillance activities of suspect claimants.
h) Make detailed oral and written reports of findings to the case agent/agent. Prepare other written reports and correspondence as required.
i) At the direction and in coordination with the COR or case agent/agent, conduct cameo appearances.
j) Prepare detailed written reports on completed tasks/activities.
k) Provide oral or written testimony at administrative and judicial hearings, civil, and criminal court proceedings as required.

Deliverables:

Deliverable	Description	Media Type	Due Date
1.1	Prepare/submit written reports to the COR or case agent[1]/agent detailing the results of all tasks/activities	Memorandum of Activity (MOA) and/or	Within five (5) calendar days of the task/activity's

	performed, without the presence of an agent. The results shall be documented on the appropriate form or log that is stored within the WCSS Module, in accordance with Section 8.4 of the *WCSS Handbook*. Reports shall thoroughly address all relevant aspects of the task/activity performed and be accurate; logically organized; objective; clear and concise; complete; timely; and without personal opinion or recommendation.	Surveillance Log	completion. Deviations from this 5-day reporting requirement may be granted, on a case-by-case basis, for continuing or ongoing surveillance activities, and only with prior written consent from the COR, case agent, or ASAC.
1.2	Advise the case agent/agent when planning to conduct surveillance.	Telephone/cellular phone.	Prior to conducting surveillance activity.
1.3	De-brief the case agent/agent on the surveillance log.	Telephone/cellular phone.	Within 48 hours of surveillance activity's completion.
1.4	Provide original, identified surveillance media or images, along with any supporting handwritten notes or voice recordings to the case agent in accordance with Section 9.5 of the *WCSS Handbook*.	SD cards and/or flash drives	Within five (5) calendar days of surveillance activity's completion.

Evaluation Factors:

a) Prior law enforcement experience (minimum 5 years), including experience conducting physical and electronic surveillances and interviews.
b) Knowledge of the laws of evidence.
c) Strong analytical skills, including the ability to analyze documents and elicit factual information.
d) Strong computer skills.
e) Ability to take comprehensive notes and generate detailed technical and non-technical reports based on the notes taken.
f) Good organizational and time management skills.

g) Good human relations skills, including the ability to communicate orally sufficient to express thoughts to a variety of people.
h) Ability to work on weekdays and during irregular and unusual hours, including evenings, late nights, weekends, and holidays, as necessary, and at the designated hourly rate, without any additional premium pay (overtime pay, compensatory time off; Sunday pay, night pay differential, and holiday premium pay).
i) Ability to travel extensively and for extended periods of time, as needed, with little or no advance notice or preparation.
j) A valid driver's license.
k) U.S. citizen.

Direct Travel Costs:

The USPS-OIG will reimburse the suppliers for all direct expenses incurred during contractors' necessary travel. For ALL overnight travel expenses, the Supplier shall complete "OIG Overnight Travel Pre-Authorization for Contractors" prior to making travel arrangements and submit to the area field office Executive Special Agent in Charge (ESAC) or Deputy Special Agent in Charge (DSAC) for approval. Any Supplier's travel that is not approved in advance will not be reimbursed. Unauthorized travel may be grounds for a Supplier's termination of employment with the OIG. All approvals must be completed prior to making travel arrangements and the sub-contractor must make travel arrangements at least 72 hours prior to the scheduled travel unless authorized.

All travel must conform to Postal Service Handbook F-15, "Travel and Relocation," and USPS OIG Manual section 105, "Travel and Relocation." Reimbursable expenses include airfare, per diem, hotel, car rental, gas, tolls, etc., as outlined in Postal Service Handbook F-15. All expenses must be itemized in order to qualify for reimbursement. First class or business class air travel is not authorized and will not be reimbursed.

The OIG will pay suppliers no more than $25/hour in lieu of hourly rates for contractors' working time spent traveling to and from work assignments (excluding ordinary commutes to assigned duty stations, for which no compensation, hourly rate or otherwise, will be provided). Current mileage rate will be paid where applicable, except for ordinary commutes.

Mileage to and from the official duty location will not be reimbursed.

Equipment:

WCSSs shall provide all vehicle, personal office and/or support equipment necessary to perform services under the contract, including the following:

a) Digital camcorder, digital camera (throw-away camera is not acceptable), and internet capability; and
b) Personal transportation, including the use of a privately-owned vehicle, as needed in the course of business.

USPS-OIG will either provide WCSSs with digital videotapes/DVDs/memory cards to be used for surveillance or will reimburse WCSSs for the reasonable purchase of such digital media.

USPS-OIG will provide WCSSs with mobile phones (including talk, text, and data) and computer

equipment (i.e., laptops)

Payments:

The Supplier shall submit a timesheet and invoice in accordance with the instructions specified below.

- The Supplier's timesheet and invoice shall be for two USPS pay periods. The timesheet billing period shall begin on the first day of the first pay period and end on the last day of the second pay period, regardless of what day of the pay periods the Supplier first and last worked. The Supplier shall document all hours worked in direct support of the referred program in quarter hour increments on the timesheet and invoice, during the invoiced pay periods. Suppliers shall submit their timesheets and invoices to their ASACs no later than three (3) business days after the last day of the second pay period. In no instance shall an invoice reflect dates for more than two USPS pay periods. The Supplier shall also document the total number of miles traveled each pay period in the comments section of the timesheet.

- The OIG will not pay the Supplier's General and Administrative (G&A) expenses. The OIG will not pay for typical and incidental expenses incurred by the supplier, such as document reproduction outside of OIG facilities, delivery expenses, and courier services (unless such expenses are for activities outside of the scope of customary business practices and specifically requested by the OIG).

Notes:

a) Suppliers must reference which duty location(s) they are submitting proposals for.
b) Supplier's may not subcontract out any part of the tasks/activities or deliverables required under this SOW.
c) USPS-OIG contract holders must comply with the Vietnam Era Veterans' Readjustment Assistance Act of 1972, as amended (38 U.S.C. 4211 and 4212), for contracts in excess of $150,000.00. If a Supplier cannot comply or chooses not to comply, USPS OIG reserves the right to modify the period of performance for administrative purposes.
   WCSS contractors do not have statutory law enforcement authority to conduct independent criminal, civil, and administrative investigations involving allegations of fraud relating to the Postal Service's Injury Compensation (IC) Program. WCSS contractors are strictly prohibited from representing themselves as USPS OIG agents. WCSS contractors, are strictly prohibited from possessing or carrying firearms while working for the USPS OIG or while on Postal Service property, even if you possess a firearms license or peace officer status. WCSSs are prohibited from conducting certain investigative activities, including but not limited to field interrogations; arrests; search warrants; dynamic building entries; vehicle pursuits; and emergency responses.

ATTACHMENT 4

OFFICE OF AUDIT (OA)

The Office of Audit (OA) conducts and supervises objective and independent audits and reviews of Postal Service programs and operations to:

- Prevent and detect fraud, waste, and misconduct;
- Promote economy, efficiency, and effectiveness;
- Promote program integrity; and
- Keep the Governors, Congress, and Postal Service management informed of problems, deficiencies, and corresponding corrective actions.

POSITION HISTORY/AREAS OF INTEREST	STATUS/AS OF

RESERVED – No positions available at this time

ATTACHMENT 5

OFFICE OF CHIEF INFORMATION OFFICER (OCIO)

The Office of Chief Information Officer (OCIO) provides IT services to the OIG.

POSITION HISTORY/AREAS OF INTEREST	STATUS/AS OF
RESERVED – No positions available at this time	

ATTACHMENT 6

MISSION SUPPORT (MS)

Mission Support (MS) provides critical administrative services to support the mission of the OIG. These services include budget, planning and performance, human resources, logistics and support, and accounting and procurement. Mission Support is responsible for the overall knowledge sharing, learning management and training of the OIG personnel.

POSITION HISTORY/AREAS OF INTEREST	STATUS/AS OF

RESERVED – No positions available at this time

Appendix A
Post-Submission Information

I. EVALUATION INFORMATION

1. Evaluation Procedure

Proposals will first be evaluated by one or more technical reviewers. Evaluations will be conducted using the evaluation criteria for the specific position. Non-price criteria will be evaluated as Acceptable/Unacceptable. Based on the initial evaluation and funding availability, the OIG component will make an award recommendation to the Contracting Officer. Information to be considered in the award recommendation decision will include the following:

- The degree to which the proposal meets requirements
- The relative value of the proposal's strengths compared to its weaknesses
- The risk of unsuccessful performance

Recommended proposals will be forwarded to the OIG Contracting Officer. Any notification received from OIG that indicates that the Offeror's full proposal has been recommended does not ultimately guarantee an award will be made. This notice indicates that the proposal has been selected in accordance with the evaluation criteria in Section II and has been sent to the contracting department to conduct price analysis, determine the Offeror's responsibility, and take other relevant steps necessary prior to commencing negotiations with the Offeror.

Ultimately, the Contracting Officer will consider:

- The trade-off judgment between price and the value offered in a supplier's proposal.
- The relative value offered by a supplier or suppliers in relation to the competition.
- Whether a lower cost is worth the lesser technical value (and potentially higher risk), or whether a higher price is worth the increased technical/managerial capabilities (and potentially lower risk).

This process allows for the OIG to accept other than the lowest priced proposal or other than the highest technically rated proposal to achieve a best-value contract award.

2. Evaluation Criteria

Awards under this BAA will be made to offerors based on the evaluation criteria listed in each position description of Section II. The OIG reserves the right to request any additional, necessary documentation once it makes the award instrument determination. The OIG reserves the right to remove offerors from award consideration should the parties fail to reach agreement on award terms, conditions, and cost/price within a reasonable time, or the proposer fails to timely provide any requested additional information.

3. Evaluation Panel

Technical and price proposals submitted under this BAA will be protected from unauthorized disclosure in accordance with OIG's Evaluation Panel policies and procedures. The cognizant technical reviewer(s) will perform the evaluation of technical proposals. Restrictive notices notwithstanding, one or more support contractors may be utilized as technical reviewers. However,

proposal selection and award decisions are solely the responsibility of OIG personnel. Each support contractor's employee having access to technical and cost proposals submitted in response to this BAA will be required to sign a nondisclosure statement prior to receipt of any proposal submissions.

II. AWARD INFORMATION

1. Award

The OIG may evaluate offers and award a contract without discussions or negotiations with offerors. Therefore, the offeror's initial offer should contain the offeror's best terms from a price and technical standpoint. Discussions may be conducted if the OIG determines they are necessary. The OIG may reject any or all offers if such action is in the best interest of the OIG; accept other than the lowest offer and waive informalities and minor irregularities in offers received.

Any contract awards resulting from this BAA will incorporate the most current USPS clauses from the Postal Service's Supplying Principles and Practices, which can be found at: https://about.usps.com/manuals/spp/spp.pdf.

2. Notice of Award

The OIG may accept an offer (or part of an offer) whether or not there are discussions after its receipt—before an offer's specified expiration time, unless a written notice of withdrawal is received before award. A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer, will result in a binding contract without further action by either party.

3. Contract Value and Period of Performance

The contract value and period of performance of each selected proposal may vary depending on the position being pursued by the selected offeror.

4. Instrument Type

Awards may take the form of contracts, ordering agreements or basic pricing agreements, as appropriate. OIG reserves the right to award a different instrument type if deemed to be in the best interest of the OIG.

5. Contract Type

The resultant contract type shall be either Firm-Fixed-Price (FFP), Time-and-Materials (T&M) or Labor-Hour (LH). When deliverables other than labor hours are required, the preferred contract type is FFP. OIG reserves the right to award a different contract type if deemed to be in the best interest of the OIG.

6. Debriefings

Debriefings will not be provided after notification of a successful or unsuccessful proposal.

Appendix A
Post-Submission Information

III. AWARD ADMINISTRATION INFORMATION

1. Oversight

The OIG's Contracting Officer's Representative (COR) will monitor overall implementation of the contract terms and will be assigned to interact with the supplier. The OIG may substitute a different COR to oversee the contract at any time. The COR will be named at the time of contract award.

2. Payments on Invoices for Supplier Services

Unless otherwise noted in the position description,

For Labor-Hour (LH)/Time-and-Material (T&M) contracts:
Payments will be made on receipt of monthly invoices. Costs for labor and direct travel (if authorized) must be listed separately and aggregated on each invoice. Each invoice must contain the total hours cost and direct travel costs for each task.

For Firm Fixed Price (FFP) contracts:
Payments will be made upon receipt of periodic, task-based invoices (for FFP contracts). Invoices shall reflect the price negotiated for the invoiced task(s). FFP contracts will not be paid on an hourly basis, even though direct hourly labor rates may have been proposed in order to arrive at the price of the contract.

If progress payments are permitted in the resultant contract, the supplier may request a progress payment by submitting additional interim invoices upon achieving significant and verifiable progress under the contract. On receiving an interim invoice, the OIG may choose to issue a progress payment equal to the same percentage of the overall contract value or less (e.g., a payment of 30% or less of the contract value upon completion of 30% of the contract work). The supplier may submit interim invoices upon achieving negotiated, predetermined milestones. It is entirely within the OIG's discretion whether to issue a progress payment. The total value of all progress payments issued shall never exceed 75% of the total contract value.

All OIG payments will be made in accordance with the Prompt Payment Act. The supplier shall submit original invoices for services utilizing the USPS eInvoicing system. All invoices will be reviewed and certified for payment by the COR and other appropriate OIG-designated officials in accordance with OIG standards and procedures for approving invoices. Invoices not submitted in the correct format will be returned and not processed until they adhere completely to OIG policies and guidance. Documentation and reports for each task must successfully meet OIG quality control standards prior to issuance of payment.

3. Supplier Staffing Requirements

The supplier must make sufficient personnel available to complete individual tasks in mutually agreed-upon timeframes. To the extent that the individual tasks provide for services to be performed by specific personnel, those services must be performed by the personnel identified in the supplier's proposal or in the individual task, unless the Contracting Officer has given advance written approval for substitutes. Use of junior personnel is not authorized, even under the supervision of key personnel, unless the OIG approves of the use of junior personnel in writing. At

the OIG's direction, with or without cause, the supplier will remove any personnel from performing work under the contract and replace such personnel without any cost to the OIG.

All personnel performing under this contract will be considered independent contractors, or subcontractors or employees of independent contractors, as appropriate; such personnel will not be considered employees of the OIG or the U.S. Postal Service under any circumstances.

4. Status Reports and Progress Meetings

If indicated in the Deliverables of Section II, the supplier may be required to provide bi-weekly status reports to the COR or other OIG officials, depending on the subject matter and specific tasks assigned under the contract. The reports should detail the progress made on each assigned task, the individuals assigned to each task, projected start and completion dates, the status of work already completed, and applicable time charges. The supplier may also be required to give periodic oral presentations to accompany the status reports. If reports are required, the OIG will schedule a meeting with the supplier to detail the format of the status reports shortly after contract award; no status report will be due until at least ten (10) business days after this meeting. The OIG may change the status report format and content requirements at any time by written notice to the supplier. The supplier may also be required to attend periodic progress meetings at OIG Headquarters.

Any difficulties complying with timeframes and deadlines under the contract should be communicated orally to the COR immediately, and then documented in the next regularly scheduled status report.

5. Periodic Reviews

The OIG will conduct periodic reviews of work performed by the supplier. These reviews will assess the supplier's timeliness in completing tasks, the overall quality of the work product provided, and whether the deliverables provided met the task order requirements. The reviews will also assess the overall value of the work performed by the supplier.

6. Nondisclosure Agreement

The offeror will be required to sign a nondisclosure agreement prior to contract award (Exhibit A).

7. Security of Material and Records

The supplier shall ensure that all individuals having access to or custody of records related to the contract understand the security and confidentiality requirements of the contract.

8. Security, Suitability, and Background Investigation

Positions requiring access to Postal Service or OIG data and/or systems require a security clearance (Secret/Postal Sensitive or Top Secret) as noted on the position listing. Otherwise, a suitability determination is required.

a. For positions requiring a suitability determination: The selected supplier must undergo a successful suitability determination, which will include a credit and criminal background check prior to commencing work. The supplier must submit the following documents to the Personnel Security Office:

- Postal Service Form 2181C (attached) – Authorization and Release – Background Investigations.
- Postal Service Form 2025 (attached) – Contractor Questionnaire.
- Photograph – (minimum 5 mega pixel .jpg or .gif) the photograph should include only the head and shoulders, a "neutral" facial expression and solid light color background, preferably light blue.

A suitability determination cannot be made until the OIG Personnel Security Office has received all of the required documents listed above.

b. For OIG positions requiring a security clearance: In order to have access to the OIG's data, systems, or facilities, the selected supplier must have the equivalent of a Postal Sensitive Clearance which is a current Secret, or higher, security clearance. This clearance must be active and the investigation completed within the last 5 years. The background investigation must be verified prior to the supplier commencing work and the supplier must provide a copy of its security clearance to the OIG's Personnel Security Office. The copy of the security clearance must be on the authorizing agency's letterhead signed by the appropriate security official with the date and type of the last completed background investigation, the type of clearance granted, and the investigating agency. A supplier who meets this requirement must also complete and submit the following documents to the Personnel Security Office:

- Postal Service Form 2181C (Exhibit D) – Authorization and Release – Background Investigations.
- Postal Service Form 2025 (Exhibit E) – Contractor Questionnaire.
- Office of Personnel Management Form SF-85P – Questionnaire for Public Trust Positions (available at: http://www.opm.gov/forms/).
- Certification, dated within 90 days of submission, that the supplier has passed a drug screening test for the five most abused substances identified by the Substance Abuse and Mental Health Services Administration (Drug screening test costs are the responsibility of the Offeror).
- Digital photo taken from the shoulders up, preferably in front of a blue background (Digital photo costs are the responsibility of the Offeror).

Upon receipt of these documents and successful completion of a pre-screening process, which will include a credit and criminal background check, the supplier may be granted an interim security clearance and will then be permitted to commence work.

If the supplier does not currently possess and/or maintain a current security clearance at Secret level or higher, in addition to the documents listed above it will be required to complete and submit the following documents to the Personnel Security Office:

- Proof of U.S. citizenship (copy of birth certificate or U.S. passport), copy of United States Permanent Resident Card, or copy of H-1B or student visa, as applicable.
- Federal Bureau of Investigation Form FD-258 – two (2) Fingerprint Charts. The fingerprint charts must be signed and dated by someone with experience taking fingerprints.

Upon receipt of all documents listed above, including these additional documents, the OIG will initiate a pre-screening process for the supplier. A supplier, who is a United States citizen, or lawful permanent resident of the United States, may be granted an interim security clearance after successfully completing the pre-screening process. A supplier who is a temporary resident of the United States may not commence work until receiving a full security clearance upon the successful completion of both the pre-screening process and a full background investigation.

The above requirements also apply to all subcontractors working on this contract. All forms must be typed or handwritten legibly.

9. Subcontracting

Subcontracting of work required under the contract will not be allowed without the prior written consent of the OIG Contracting Officer. A bilaterally executed contract or modification based on a proposal that included the subcontractor, meets this consent requirement. Any subcontractor must meet the same standards of conduct and independence as the supplier. The supplier must cooperate with the Contracting Officer to provide all information necessary for the Contracting Officer to make an informed decision to authorize or disapprove the services of a proposed subcontractor. Approval will be in the form of a bilateral written modification of the contract issued by the Contracting Officer. In addition, suppliers are required to submit the qualifications of the subcontractor's key personnel with the request for modification.

The requirements of this contract will extend to any subcontractors. It will be the obligation of the supplier to ensure that the subcontractor complies with the terms of the contract, and the supplier will be jointly and severally liable for any shortcomings in its subcontractor's work. Noncompete provisions and other clauses affecting a restraint of trade shall not be permitted in contracts between the supplier and its subcontractors, unless prior written authorization is given by the OIG Contracting Officer.

10. Contract Modification

The supplier must communicate to the COR, immediately and in writing, the occurrence of any event that may lead to or require a contract modification. The supplier must submit any request for contract modification to the Contracting Officer and the COR, either by e-mail or by certified mail. Only the OIG Contracting Officer may approve contract modifications. No contract modification will be effective until the Contracting Officer has approved the modification, in writing, and the modification has been signed by both parties.

Appendix A
Post-Submission Information

11. Contract Termination

The OIG reserves the right to terminate a contract, or any part, for its sole convenience, or for default by the supplier, or if the supplier fails to comply with any terms and conditions, or if the supplier fails to provide the Postal Service, upon request, with adequate assurances of future performance. See *Clause B-12: Termination for Convenience or Default,* and *Clause 4-1: General Terms and Conditions*, subparagraphs l and m, for additional information (https://about.usps.com/manuals/spp/spp.pdf).

12. Ownership of Work Product

The OIG will exclusively own and hold title to all property rights in the work produced under this contract, as well as all documents, information, and records provided to the supplier pursuant to the contract. The supplier will not represent or claim that it has acquired any right, title, or interest in the work produced or supplied under this contract. Neither the supplier nor its personnel may sell, publish, copy, lend, display, or distribute the work produced or supplied under this contract to any person, without the prior written approval of the Contracting Officer.

Upon the completion or termination of the contract, or at the OIG's request, the supplier and its personnel must promptly deliver to the OIG all work produced or supplied under this contract, including raw information and drafts, whether or not complete.

13. Work Location and Equipment

The position attachment will indicate if the supplier may work offsite, or at an official OIG location including OIG Headquarters located at 1735 North Lynn Street, in Arlington, Virginia.

When the supplier works offsite, the OIG will not cover the cost of office space, equipment, or other materials, unless the supplier receives prior written approval from the Contracting Officer. When the supplier works at OIG's Headquarters or other official OIG location, the OIG will provide office space, equipment, and other materials needed to work on the contract. There will be strict limitations on bringing non-OIG equipment into OIG offices. When necessary, the OIG will provide a briefing to orient the supplier's staff to the OIG's operations, logistics issues, systems, objectives, and programs.

The supplier will have no expectation of privacy while using OIG office equipment, regardless of where the equipment is used. All use of OIG-supplied equipment may be captured, copied, recorded, or otherwise monitored. OIG-supplied equipment may be used only for OIG business purposes.

14. Training

OIG Contract holders will be required to take mandatory annual training related to Sexual Harassment, No Fear Act and Security Awareness. Additional training may be required pending the needs of the OIG.

OFFICE OF INSPECTOR GENERAL
UNITED STATES POSTAL SERVICE

Conflict of Interest and NonDisclosure Statement
USPS-OIG Requirement for Suppliers

For proper performance of Government business and to safeguard the independence of the United States Postal Service Office of Inspector General ("USPS-OIG"), _____ (name), hereby certifies on behalf of _____(supplier) that:

1. I am not aware of any existing conflict of interest that would create even the appearance of impropriety with regard to receiving Confidential Information from the U.S. Postal Service ("USPS") or USPS-OIG regarding Contract/Order No. _____.

2. I do not have, nor do I anticipate that I will have, any relationship (financial, social or otherwise) with any individuals or organizations that would pose a conflict of interest and impair my objectivity to perform work on this assignment. I further certify that entering into a contractual relationship with the USPS-OIG does not and will not breach any agreement or duty I may have to anyone else, and that I am not restricted by any prior or current employment or contractual relationship(s), due to an existing non-competition agreement or otherwise.

3. I recognize that I may obtain Confidential Information during the course of the engagement, which must be protected from unauthorized disclosure.

4. I will:

   A. Hold in confidence and protect Confidential Information. I will not disclose Confidential Information to any third parties without the written permission of the USPS-OIG Contracting Officer. I will only store or process OIG information on USPS-OIG systems or _____(supplier) systems (if allowed under the terms of my contract/agreement). I will not transmit or store USPS-OIG information on personal email or computing devices (computers, mobile phones, portable storage drives, etc.) or internet file sharing sites (DropBox, Box, OneDrive, Google Drive, etc.) unless approved by the USPS-OIG Contracting Officer.

   B. Take reasonable steps to prevent other _____ (supplier) personnel from disclosing Confidential Information to third parties.

   C. Limit access to Confidential Information to personnel within _____ (supplier) who have signed Conflict of Interest and Nondisclosure Statements with the USPS-OIG.

   D. Return all documents, information, and property received from USPS or USPS-OIG to USPS-OIG when requested by USPS-OIG, including all copies and reasonable facsimiles. Electronically destroy (wipe) all OIG information from production and backup systems as well as other media at the conclusion of the engagement. The failure of USPS-OIG to request such documents, information, or property or my failure to return such documents, information, or property does not in any way waive the confidential nature of such documents, information, and property. These documents, information, and property remain the property of the USPS-OIG.

   E. If USPS-OIG information is stored or held on company or organization systems (or approved personal systems), immediately notify OIG CISO (cio-soc@uspsoig.gov) upon suspected or confirmed intrusion or potential or confirmed data breach. Cooperate fully with any OIG or other Federal law enforcement or investigative requirements in the event of a compromise or breach of OIG-provided data or information.

   F. Abide by the requirements of this Conflict of Interest and Nondisclosure Statement.

5. For the purposes of this agreement, "Confidential Information" means any and all tangible and intangible information, whether oral or in writing or in any other medium, including reports, audits, investigations, supplier information, employee information, correspondence, market research, competitive intelligence, information technology, and any other information or record relating to management, operations, products, intentions, goals, objectives, workers' compensation programs, inventions, accounting, supply management, pricing, financial condition, financial results, financial models, and financial projections of USPS or USPS-OIG or their suppliers, whether developed by USPS-OIG, or furnished to USPS-OIG by other third parties, including USPS or its suppliers, and includes all information which arises out of or relates to the analysis and evaluation of the Confidential Information and/or the use thereof by _____ (supplier's company, if any).

6. This nondisclosure of information remains in effect as long as the USPS-OIG considers the information to be Confidential Information.

7. Failure to comply with any provisions of this Conflict of Interest and Nondisclosure Statement will result in the USPS-OIG seeking remedies against me to the fullest extent of the law.

Supplier Signature	**Date**

The OIG is authorized by law to collect the information on this form.
For an explanation of how the OIG may disclose this information, see the Privacy Act Statement at IGM 113.5.

EXHIBIT B

USPS OIG Representations and Certifications

VETS-4212 Report Determination – see 38 U.S. Code Section 4212

The business ☐ does or ☐ does not currently have at least one Federal contract or subcontract valued at $150,000 or more.

Supplier Information

UEI: _____

Cage Code: _____

USPS OIG Representations and Certifications (Provision 4-3, October 2019)

Provision 4-3: Representations and Certifications (October 2019)

a. *Type of Business Organization*. The offeror, by checking the applicable blocks, represents that it:

(1) Operates as:

☐ a corporation incorporated under the laws of the state of _____; or country of_____if incorporated in a country other than the United States of America.

☐ an individual;

☐ a partnership;

☐ a joint venture;

☐ a limited liability company;

☐ a nonprofit organization; or

☐ an educational institution; and

(2) Is (check all that apply)

☐ a small business concern;

☐ a minority business (indicate minority below):

☐ Black American

☐ Hispanic American

☐ Native American

☐ Asian American:

☐ a woman-owned business; or

☐ none of the above entities.

(a) A small business concern for the purposes of Postal Service purchasing means a business, including an affiliate, that is independently owned and operated, is not dominant in producing or performing the supplies or services being purchased, and has no more than 500 employees, unless a different

size standard has been established by the Small Business Administration (see 13 CFR 121, particularly for different size standards for airline, railroad, and construction companies). For subcontracts of $50,000 or less, a subcontractor having no more than 500 employees qualifies as a small business without regard to other factors.

(b) Minority Business. A minority business is a concern that is at least 51 percent owned by, and whose management and daily business operations are controlled by, one or more members of a socially and economically disadvantaged minority group, namely U.S. citizens who are Black Americans, Hispanic Americans, Native Americans, or Asian Americans. (Native Americans are American Indians, Eskimos, Aleuts, and Native Hawaiians. Asian Americans are U.S. citizens whose origins are Japanese, Chinese, Filipino, Vietnamese, Korean, Samoan, Laotian, Kampuchean (Cambodian), Taiwanese, in the U.S. Trust Territories of the Pacific Islands or in the Indian subcontinent.)

(c) Woman-owned Business. A woman-owned business is a concern at least 51 percent of which is owned by a woman (or women) who is a U.S. citizen, controls the firm by exercising the power to make policy decisions, and operates the business by being actively involved in day-to- day management.

(d) Educational or Other Nonprofit Organization. Any corporation, foundation, trust, or other institution operated for scientific or educational purposes, not organized for profit, no part of the net earnings of which inures to the profits of any private shareholder or individual.

(3) Is (check all that apply)

☐ a Postal Service employee or a business organization substantially owned or controlled by such an individual

☐ a spouse of a Postal Service employee or a business organization substantially owned or controlled by such an individual

☐ another family member of a Postal Service employee or a business organization substantially owned or controlled by such an individual

☐ an individual residing in the same household as a Postal Service employee or a business organization substantially owned or controlled by such an individual.

(Note: Offers from any of the sources listed in subparagraph a.3, may not be considered for an award pending review and recommendation by the Postal Service Ethics Office.)

b. *Parent Company and Taxpayer Identification Number*

(1) A parent company is one that owns or controls the basic business polices of an offeror. To own means to own more than 50 percent of the voting rights in the offeror. To control means to be able to formulate, determine, or veto basic business policy decisions of the offeror. A parent company need not own the offeror to control it; it may exercise control through the use of dominant minority voting rights, proxy voting, contractual arrangements, or otherwise.

(2) Enter the offeror's U.S. Taxpayer Identification Number (TIN) in the space provided. The TIN is the offeror's Social Security number or other Employee Identification Number (EIN) used on the offeror's Quarterly Federal Tax Return, U.S. Treasury Form 941, or as required by Internal Revenue Service (IRS) regulations. Offeror's TIN:

(3) IRS Form W-9, Request for Taxpayer Identification Number and Certification. You must complete a copy of IRS Form W-9 and attach it to this certification.

(4) Check this block if the offeror is owned or controlled by a parent company ☐

(5) If the block above is checked, provide the following information about the parent

company:

Parent Company's Name:_____

Parent Company's Main Office:_____

Address:_____

No. and Street:_____

City: _____State: _____ ZIP Code:_____

Parent Company's TIN:_____

(6) If the offeror is a member of an affiliated group that files its federal income tax return on a consolidated basis (whether or not the offeror is owned or controlled by a parent company, as provided above) provide the name and TIN of the common parent of the affiliated group:

Name of Common Parent: _____

Common Parent's TIN: _____

c. *Certificate of Independent Price Determination*

(1) By submitting this proposal, the offeror certifies, and in the case of a joint proposal each party to it certifies as to its own organization, that in connection with this solicitation:

(a) The prices proposed have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to the prices with any other offeror or with any competitor;

(b) Unless otherwise required by law, the prices proposed have not been and will not be knowingly disclosed by the offeror before award of a contract, directly or indirectly to any other offeror or to any competitor; and

(c) No attempt has been made or will be made by the offeror to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.

(2) Each person signing this proposal certifies that:

(a) He or she is the person in the offeror's organization responsible for the decision as to the prices being offered herein and that he or she has not participated, and will not participate, in any action contrary to paragraph a above; or

(b) He or she is not the person in the offeror's organization responsible for the decision as to the prices being offered but that he or she has been authorized in writing to act as agent for the persons responsible in certifying that they have not participated, and will not participate, in any action contrary to paragraph a above, and as their agent does hereby so certify; and he or she has not participated, and will not participate, in any action contrary to paragraph a above.

(3) Modification or deletion of any provision in this certificate may result in the disregarding of the proposal as unacceptable. Any modification or deletion should be accompanied by a signed statement explaining the reasons and describing in detail any disclosure or communication.

d. *Certification of Nonsegregated Facilities*

(1) By submitting this proposal, the offeror certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform services at any location under its control where segregated facilities are maintained. The offeror agrees that a breach of this certification is a violation of Clause 9-7: Equal Opportunity in this contract.

(2) As used in this certification, segregated facilities means any waiting rooms, work areas, rest rooms or wash rooms, restaurants or other eating areas, time clocks, locker rooms or other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment area, transportation, or housing facilities provided for employees that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise.

(3) The offeror further agrees that (unless it has obtained identical certifications from proposed subcontractors for specific time periods) it will obtain identical certifications from proposed subcontractors before awarding subcontracts exceeding $10,000 that are not exempt from the provisions of Clause 9-7: Equal Opportunity; that it will retain these certifications in its files; and that it will forward the following notice to these proposed subcontractors (except when they have submitted identical certifications for specific time periods):

Notice: A certification of nonsegregated facilities must be submitted before the award of a subcontract exceeding $10,000 that is not exempt from Clause 9-7: Equal Opportunity. The certification may be submitted either for each subcontract or for all subcontracts during a period (quarterly, semiannually, or annually).

e. Certification Regarding Debarment, Proposed Debarment, and Other Matters

(This certification must be completed with respect to any offer with a value of $100,000 or more.)

(1) The offeror certifies, to the best of its knowledge and belief, that it or any of its principals:

(a) Are ☐ are not ☐ presently debarred or proposed for debarment, or declared ineligible for the award of contracts by any Federal, state, or local agency;

(b) Have ☐ have not ☐, within the 3-year period preceding this offer, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property;

(c) Are ☐ are not ☐ presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in subparagraph (b) above;

(d) Have ☐ have not ☐, within a 3-year period preceding this offer, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in conjunction with obtaining, attempting to obtain, or performing a public (Federal, state or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion or receiving stolen property; and

(e) Are ☐ are not ☐ presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in subparagraph (d) above.

(2) The offeror has ☐ has not ☐, within a 3-year period preceding this offer, had one or more contracts terminated for default by any Federal, state, or local agency.

(3) “Principals,” for the purposes of this certification, means officers, directors, owners, partners, and other persons having primary management or supervisory responsibilities

within a business entity (e.g., general manager, plant manager, head of a subsidiary, division, or business segment, and similar positions).

(4) The offeror must provide immediate written notice to the contracting officer if, at any time prior to contract award, the offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(5) A certification that any of the items in e.1 and e.2 of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered as part of the evaluation of the offeror's capability (see section 2-26.4.2, Supplier Capability, in the Postal Service's Supplying Principles and Practices). The offeror's failure to furnish a certification or provide additional information requested by the contracting officer will affect the capability evaluation.

(6) Nothing contained in the foregoing may be construed to require establishment of a system of records in order to render, in good faith, the certification required by e.1 and e.2 of this provision. The knowledge and information of an offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(7) This certification concerns a matter within the jurisdiction of an agency of the United States and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Section 1001, Title 18 U.S.C.

(8) The certification in e.1 and e.2 of this provision is a material representation of fact upon which reliance was placed when making the award. If it is later determined that the offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Postal Service, the contracting officer may terminate the contract resulting from this solicitation for default.

f. *Incorporation by Reference*. Wherever in this solicitation or contract a standard provision or clause is incorporated by reference, the incorporated term is identified by its title, its provision or clause number assigned to it, and its date. The text of incorporated terms may be found at http://about.usps.com/manuals/pm/welcome.htm. If checked, the following provision(s) is incorporated in this solicitation by reference (Contracting officer will check as appropriate):

☐ Provision 9-1: Equal Opportunity Affirmative Action Program.

☐ Provision 9-2: Preaward Equal Opportunity Compliance Review.

☐ Provision 9-3: Notice of Requirements for Equal Opportunity Affirmative Action.

Signature

By signature hereto, or to an offer incorporating these representations and certifications, the offeror certifies that they are accurate, current, and complete and that he is aware of the penalty prescribed in 18 U.S.C. 1001 for making false statement in offers.

_____
Name of Supplier

_____
Date

_____
Authorized Signature

EXHIBIT C

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See ***Specific Instructions*** on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . _____

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) _____

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____

(Applies to accounts maintained outside the United States.)

5 Address (number, street, and apt. or suite no.). See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

☐☐☐ – ☐☐ – ☐☐☐☐

or

Employer identification number

☐☐ – ☐☐☐☐☐☐☐

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here **Signature of U.S. person** **Date**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

must obtain your correct taxpayer identification number (TIN), which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid).
- Form 1099-DIV (dividends, including those from stocks or mutual funds).
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds).
- Form 1099-NEC (nonemployee compensation).
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers).
- Form 1099-S (proceeds from real estate transactions).
- Form 1099-K (merchant card and third-party network transactions).
- Form 1098 (home mortgage interest), 1098-E (student loan interest), and 1098-T (tuition).
- Form 1099-C (canceled debt).
- Form 1099-A (acquisition or abandonment of secured property).

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

Caution: If you don't return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued);

2. Certify that you are not subject to backup withholding; or

3. Claim exemption from backup withholding if you are a U.S. exempt payee; and

4. Certify to your non-foreign status for purposes of withholding under chapter 3 or 4 of the Code (if applicable); and

5. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting is correct. See *What Is FATCA Reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding. Payments made to foreign persons, including certain distributions, allocations of income, or transfers of sales proceeds, may be subject to withholding under chapter 3 or chapter 4 of the Code (sections 1441–1474). Under those rules, if a Form W-9 or other certification of non-foreign status has not been received, a withholding agent, transferee, or partnership (payor) generally applies presumption rules that may require the payor to withhold applicable tax from the recipient, owner, transferor, or partner (payee). See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities.

The following persons must provide Form W-9 to the payor for purposes of establishing its non-foreign status.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the disregarded entity.
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the grantor trust.
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust and not the beneficiaries of the trust.

See Pub. 515 for more information on providing a Form W-9 or a certification of non-foreign status to avoid withholding.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person (under Regulations section 1.1441-1(b)(2)(iv) or other applicable section for chapter 3 or 4 purposes), do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515). If you are a qualified foreign pension fund under Regulations section 1.897(l)-1(d), or a partnership that is wholly owned by qualified foreign pension funds, that is treated as a non-foreign person for purposes of section 1445 withholding, do not use Form W-9. Instead, use Form W-8EXP (or other certification of non-foreign status).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a saving clause. Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.

2. The treaty article addressing the income.

3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

4. The type and amount of income that qualifies for the exemption from tax.

5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if their stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first Protocol) and is relying on this exception to claim an exemption from tax on their scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include, but are not limited to, interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third-party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester;

2. You do not certify your TIN when required (see the instructions for Part II for details);

3. The IRS tells the requester that you furnished an incorrect TIN;

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only); or

5. You do not certify to the requester that you are not subject to backup withholding, as described in item 4 under "*By signing the filled-out form*" above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier.

What Is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all U.S. account holders that are specified U.S. persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you are no longer tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

• **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note for ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040 you filed with your application.

• **Sole proprietor.** Enter your individual name as shown on your Form 1040 on line 1. Enter your business, trade, or "doing business as" (DBA) name on line 2.

• **Partnership, C corporation, S corporation, or LLC, other than a disregarded entity.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

• **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. Enter any business, trade, or DBA name on line 2.

• **Disregarded entity.** In general, a business entity that has a single owner, including an LLC, and is not a corporation, is disregarded as an entity separate from its owner (a disregarded entity). See Regulations section 301.7701-2(c)(2). A disregarded entity should check the appropriate box for the tax classification of its owner. Enter the owner's name on line 1. The name of the owner entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2. If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, enter it on line 2.

Line 3a

Check the appropriate box on line 3a for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3a.

IF the entity/individual on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation.
• Individual or • Sole proprietorship	Individual/sole proprietor.
• LLC classified as a partnership for U.S. federal tax purposes or • LLC that has filed Form 8832 or 2553 electing to be taxed as a corporation	Limited liability company and enter the appropriate tax classification: P = Partnership, C = C corporation, or S = S corporation.
• Partnership	Partnership.
• Trust/estate	Trust/estate.

Line 3b

Check this box if you are a partnership (including an LLC classified as a partnership for U.S. federal tax purposes), trust, or estate that has any foreign partners, owners, or beneficiaries, and you are providing this form to a partnership, trust, or estate, in which you have an ownership interest. You must check the box on line 3b if you receive a Form W-8 (or documentary evidence) from any partner, owner, or beneficiary establishing foreign status or if you receive a Form W-9 from any partner, owner, or beneficiary that has checked the box on line 3b.

Note: A partnership that provides a Form W-9 and checks box 3b may be required to complete Schedules K-2 and K-3 (Form 1065). For more information, see the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

If you are required to complete line 3b but fail to do so, you may not receive the information necessary to file a correct information return with the IRS or furnish a correct payee statement to your partners or beneficiaries. See, for example, sections 6698, 6722, and 6724 for penalties that may apply.

Line 4 Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

• Generally, individuals (including sole proprietors) are not exempt from backup withholding.

• Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.

• Corporations are not exempt from backup withholding for payments made in settlement of payment card or third-party network transactions.

• Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space on line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2).

2—The United States or any of its agencies or instrumentalities.

3—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.

4—A foreign government or any of its political subdivisions, agencies, or instrumentalities.

5—A corporation.

6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or territory.

7—A futures commission merchant registered with the Commodity Futures Trading Commission.

8—A real estate investment trust.

9—An entity registered at all times during the tax year under the Investment Company Act of 1940.

10—A common trust fund operated by a bank under section 584(a).

11—A financial institution as defined under section 581.

12—A middleman known in the investment community as a nominee or custodian.

13—A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
• Interest and dividend payments	All exempt payees except for 7.
• Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
• Barter exchange transactions and patronage dividends	Exempt payees 1 through 4.
• Payments over $600 required to be reported and direct sales over $5,000[1]	Generally, exempt payees 1 through 5.[2]
• Payments made in settlement of payment card or third-party network transactions	Exempt payees 1 through 4.

[1] See Form 1099-MISC, Miscellaneous Information, and its instructions.

[2] However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) entered on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37).

B—The United States or any of its agencies or instrumentalities.

C—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i).

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i).

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state.

G—A real estate investment trust.

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940.

I—A common trust fund as defined in section 584(a).

J—A bank as defined in section 581.

K—A broker.

L—A trust exempt from tax under section 664 or described in section 4947(a)(1).

M—A tax-exempt trust under a section 403(b) plan or section 457(g) plan.

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, enter "NEW" at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have, and are not eligible to get, an SSN, your TIN is your IRS ITIN. Enter it in the entry space for the Social security number. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at *www.SSA.gov*. You may also get this form by calling 800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at *www.irs.gov/EIN*. Go to *www.irs.gov/Forms* to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to *www.irs.gov/OrderForms* to place an order and have Form W-7 and/or Form SS-4 mailed to you within 15 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and enter "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, you will generally have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon. See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier, for when you may instead be subject to withholding under chapter 3 or 4 of the Code.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third-party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account[1]
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor[2]
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee[1]
b. So-called trust account that is not a legal or valid trust under state law	The actual owner[1]
6. Sole proprietorship or disregarded entity owned by an individual	The owner[3]
7. Grantor trust filing under Optional Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))**	The grantor*
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity[4]
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing Form 1041 or under the Optional Filing Method 2, requiring Form 1099 (see Regulations section 1.671-4(b)(2)(i)(B))**	The trust

[1] List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

[2] Circle the minor's name and furnish the minor's SSN.

[3] You must show your individual name on line 1, and enter your business or DBA name, if any, on line 2. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

[4] List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

* **Note:** The grantor must also provide a Form W-9 to the trustee of the trust.

** For more information on optional filing methods for grantor trusts, see the Instructions for Form 1041.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information, such as your name, SSN, or other identifying information, without your permission to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax return preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity, or a questionable credit report, contact the IRS Identity Theft Hotline at 800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 877-777-4778 or TTY/TDD 800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to *phishing@irs.gov*. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 800-366-4484. You can forward suspicious emails to the Federal Trade Commission at *spam@uce.gov* or report them at *www.ftc.gov/complaint*. You can contact the FTC at *www.ftc.gov/idtheft* or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see *www.IdentityTheft.gov* and Pub. 5027.

Go to *www.irs.gov/IdentityTheft* to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their laws. The information may also be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payors must generally withhold a percentage of taxable interest, dividends, and certain other payments to a payee who does not give a TIN to the payor. Certain penalties may also apply for providing false or fraudulent information.

EXHIBIT D

UNITED STATES POSTAL SERVICE®

Authorization and Release — Background Investigation

(USPS Contractors and Employees of Contractors)

Applicant: Carefully read the following information before you complete and sign this form.

Privacy Act Statement: Your information will be used as a basis for an investigation to determine your fitness and suitability for contractual service to the U.S. Postal Service (USPS). Collection is authorized by 39 U.S.C. 401 and 404; and 18 U.S.C. 3061. Providing the information is voluntary, but if not provided, it may have an adverse effect on your opportunities to perform services under contract with the USPS. We may disclose your information as follows: in relevant legal proceedings; to law enforcement when the USPS or requesting agency becomes aware of a violation of law; to a congressional office at your request; to entities or individuals under contract with USPS (service providers); to entities authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; to the Merit Systems Protection Board or Office of Special Counsel. For additional information regarding our privacy policies, visit *www.usps.com/privacypolicy.*

Applicant's Name *(Last, First, Middle)*		Mailing Address
Date of Birth *(Month, Day, Year)*	Home Phone Number ( )	Email Address

This constitutes my consent and authorization to the disclosure or furnishing of any relevant and necessary information or records to any duly authorized official of the USPS by any person, corporation, agency, or association concerning my character, personal history, credit standing, educational claims, current or prior employment, military service, and other information which may be relevant and necessary to determine my fitness and suitability to perform services under contract with the USPS.

This authorization is executed with full knowledge and understanding that the USPS will take measures to protect the aforementioned information against unauthorized disclosure to any parties not having a legitimate need for it in the discharge of official business of the United States, or its agencies and instrumentalities.

I hereby RELEASE the aforementioned persons, corporators, agencies, associations and their employees, agents and representatives from any and all liability for damages resulting from a decision by the USPS not to contract for my services on account of compliance with this authorization, except for any damages resulting from knowingly providing false or misleading information or records about me.

A copy of this authorization shall be as effective and valid as the original. This authorization shall be valid from the date it is signed until any contract employment with the USPS is completed or terminated.

Date Signed	Signature

EXHIBIT E

UNITED STATES POSTAL SERVICE®

Contract Personnel Questionnaire

Type or print all responses. Mark boxes as appropriate. If more space is needed, attach additional sheets.

Privacy Act Statement: Your information will be used to conduct a background investigation and to determine your fitness and suitability for contractual services with the U.S. Postal Service® (USPS®). Collection is authorized by 39 U.S.C. 401 and 404; and 18 U.S.C. 3061. Supplying the information is voluntary, but if not provided you may not be able to meet the requirements to participate in a USPS contract. We do not disclose your information to third parties without your consent, except to act on your behalf or request, or as legally required. This includes the following limited circumstances: incident to legal proceedings involving the Postal Service; for law enforcement purposes; to a congressional office on your behalf; to agents or contractors when necessary to fulfill a business function; to a U.S. Postal Service auditor; to labor organizations as required by applicable law; to government agencies in connection with decisions as necessary; to the Equal Employment Opportunity Commission (EEOC) when requested in connection with the investigation of a formal complaint; and to the Merit Systems Protection Board or Office of Special Counsel for the purpose of litigation. For more information on our privacy policies visit www.usps.com/privacypolicy.

1. Full Name *(Last, First, Middle)*

2. Mailing Address *(Include Apartment/Suite Number; PO Box™ Not Allowed)*

3. City, State and ZIP+4®

4a. Email Address

4b. Phone Numbers *(With Area Code)*

☐ Home _____

☐ Work _____

☐ Cell _____

5. List Other Names Used and Dates Used *(i.e., maiden name, names by former marriages, names changed legally or otherwise, aliases, nicknames)*

6. Social Security Number *(SSN)*

7. Date of Birth *(MM/DD/YYYY)*

8. Place of Birth *(City and U.S. State or Foreign Country)*

9. Sex
☐ Male
☐ Female

10. Type of Screening *(Check one)*

☐ Contractor ☐ Contractor's Employee ☐ Sub-Contractor ☐ ADP ☐ Other

11. Are You Presently a Highway Contract Driver?

☐ Yes ☐ No

12. Contractor's Mailing Address and City, State and ZIP+4

13. If "Yes" in 11, Include Contract Number and Termini.

14a. Have You Had a Security Screening by USPS or Other Federal Agencies Within the Last Year?
☐ Yes ☐ No

14b. If "Yes" in 14a, list the Agencies.

15. Dates and Places of Residence for the Past 3 Years. ***(Leave no gaps—if actual places of residence differ from the mailing addresses, furnish and identify both. Begin with your present residence—the address noted in Item 2—and go back for 3 Years.)***

From *(MM/YYYY)*	**To** *(MM/YYYY)*	**Number and Street** *(Include Apartment/Suite Number; PO Box Not Allowed)*	**City, State, and ZIP+4**

16. Employment for the Past 3 Years. ***(Leave no gaps—list ALL periods of employment. Begin with your present employment and go back for 3 years. Include dates when unemployed. Give the name under which you were employed if different from your name now used.)***

From *(MM/YYYY)*	**To** *(MM/YYYY)*	**Number and Street** *(Include Apartment/Suite Number; PO Box Not Allowed)*	**City, State, and ZIP+4**

17a. Are You a United States Citizen?
☐ Yes ☐ No

17b. Are You a Citizen of American Samoa or Any Other Territory Owing Allegiance to the United States? ☐ Yes ☐ No

17c. If not a United States Citizen, Provide Alien Registration Number.

Direct questions to: Security Investigations Service Center at meg@uspis.gov

This form is available on the Intranet at ***https://blue.usps.gov***

18a. Do You Have a Valid Driver's License? ☐ Yes ☐ No	**18b.** If "Yes" in 18a, Note Type of License. ☐ Driver ☐ Chauffeur ☐ Commercial Driver's License *(CDL)*	**18c.** If "Yes" in 18a, Include License Number, State, and Expiration Date.

19a. Are you a male born after December 31, 1959? If "Yes," go to 19b. If "No," go to 20a. ☐ Yes ☐ No	**19b.** Have you registered with the Selective Service System? ☐ Yes *(Provide your registration number.)* Registration Number: _____ ☐ No *(Provide the reason for your legal exemption in 19c.)*

19c. Legal Exemption Information *(If you were exempted by age — i.e., if you were over 26 years old when you entered the U.S. — just list your age when you entered the U.S. If you received an exemption for another reason, provide a copy of the Selective Service exemption letter.)*

20a. Have you served in the U.S. Military *(Past or Present)?* ☐ Yes. *(Complete Items 20b, 20c, 20d, 20e, and 20f.)* ☐ No. *(Go to 21a.)*

20b. Dates of Service *(MM/YYYY)* To From	**20c.** Branch of Service *(Army, Navy, Air Force, Marines, etc.)*	**20d.** Serial Number *(If none, provide Grade or Rating at time of separation.)*

20e. Were You Discharged from the Military Service Under Honorable Conditions? *(If your discharge was changed to "honorable" or "general" by a Discharge Review Board, answer "Yes." If you received a clemency discharge, answer "No.")* If "No," enter the date and type of discharge you received in the blocks below. ☐ Yes ☐ No

Discharge Date *(MM/YYYY)*	**Type of Discharge**

20f. While in Military Service, Were You Ever Convicted by Court Martial? ☐ Yes ☐ No

Court Martial Date *(MM/DD/YYYY)*	**Place** *(City and State/Country)*	**Charge**	**Disposition**

21a. Have You **Ever** Been Convicted of, or Forfeited Collateral for, **Any Felony/Misdemeanor Violation** *(Except Traffic Violations)? (Generally, a felony is defined as any violation of law punishable by imprisonment of one year or longer.)* ☐ Yes ☐ No

21b. Have You Ever Been Convicted of, or Forfeited Collateral for, **Any Assaults, Firearms, or Explosives Violations**? ☐ Yes ☐ No

21c. Are You **Now** Under Charges for Any Violation of Law? ☐ Yes ☐ No

If any answers to 21a - 21c are "Yes," attach a sheet noting the date, place, court location, charge, and disposition.

21d. Are You **Delinquent** on any Federal Debt? *(Include delinquencies arising from Federal taxes, overpayment of benefits, or other debts to the U.S. Government* ***plus defaults*** *on Federally guaranteed or insured loans such as student and home mortgage loans.)* ☐ Yes ☐ No

Date *(MM/YYYY)*	**Place** *(City and State)*	**Court**	**Charge**	**Action Taken**

22. In the Past 3 years, Have You Been Convicted of any Traffic Violations *(Other Than Parking)* or Currently Have Charges Pending? If "Yes," Complete the Information Below — If Necessary, Attach Additional Sheets. Check the Following Box If You Have Attached Your Driver's Abstract from the Department of Motor Vehicles. ☐ Yes

Date *(MM/YYYY)*	**Place** *(City and State)*	**Court**	**Charge**	**Action Taken**

Warning

Review this form carefully to ensure you have answered all questions fully and correctly. Failure to answer all questions may result in your being denied access to mail and/or Postal Service premises. A fine not to exceed $250,000 or imprisonment of not more than five years or both is provided by law (18 U.S.C. 1001) for **making a false statement or concealing any material fact on this Questionnaire**.

Certification

I certify that the statements made by me on this questionnaire are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

Applicant's Signature *(The Postal Service accepts an electronic signature with a digital ID and a date stamp.)*	Date Signed *(MM/DD/YYYY)*

I attest I have advised the Applicant to truthfully complete this Questionnaire, and the Applicant has passed the Drug Screening Test *(If applicable, provide documentation)*.

I certify that the applicant's **Proof of Citizenship or legal work status** authorizing the individual to work in the United States disclosed no disqualifying information in accordance with the Personnel Security requirements of the U.S. Postal Service as set forth in the current contract/transportation initiative, statement of work, or management instructions. The documentation is retained at the following location and may be reviewed by the Postal Inspection Service or the Contracting Officer or designee upon request.

Physical Street Address	Phone Number *(With Area Code)*	Date Signed *(MM/DD/YYYY)*

Contractor's Signature *(Sign and print name)*	City	State	ZIP+4

For Use of Postal Service Official Responsible for Reviewing for Completeness and Legibility. For complete instructions, see *Administrative Support Manual* 272.4, "Individuals Under Service Contracts: Clearances, Roles, Background Investigations, and Denial."

USPS Official Signature *(Sign and print name)*	Phone Number *(With Area Code)*	Date Signed *(MM/DD/YYYY)*

Organization, City, State, and ZIP+4

Direct questions to: Security Investigations Service Center at meg@uspis.gov

This form is available on the Intranet at ***https://blue.usps.gov***

EXHIBIT F

UNITED STATES POSTAL SERVICE®

Supplier and Payee Electronic Funds Transfer (EFT) Enrollment

A. Instructions

USPS® suppliers and payees must use this form to initiate or change existing Electronic Funds Transfer (EFT) payments made through the USPS Accounts Payable System.

Suppliers/Payees: Submit completed form to Contracting Officer, Contracting Officer Representative, Postmaster, or USPS contact.

USPS Personnel: Send completed form via one of the following methods:

By email: *accountspayablesuppliermaintenance@usps.gov*

By fax: (650) 577-4640

B. Supplier/Payee Information *(Supplier/Payee completes.)*

Privacy Act Statement: Your information will be used to support the transmittal of electronic payment data to your financial institution. Collection is authorized by 39 U.S.C.401, 404, 410, 1001, 1005, 1206, and 2008.

Supplying the information is required to transmit your payment electronically. We do not disclose your information to third parties without your consent, except to act on your behalf or request, or as legally required. This includes the following limited circumstances: to a congressional office on your behalf; to agencies and entities to facilitate or resolve financial transactions; to a U.S. Postal Service auditor; for law-enforcement purposes, to labor organizations as required by applicable law; incident to legal proceedings involving the Postal Service; to government agencies in connection with decisions as necessary; to agents or contractors when necessary to fulfill a business function or provide products and services to customers; to a permit holder or the presenter of a mailing being made on the customer's behalf; and records regarding individuals who are indebted to the U.S. Postal Service or another federal agency may be disclosed to the Office of Personnel Management, the Department of Defense, the Internal Revenue Service, and the Department of the Treasury, when under an approved computer-matching agreement. For more information regarding our privacy policies visit *www.usps.com/privacypolicy*.

1. Supplier/Payee Name

2. Supplier Taxpayer Identification Number *(TIN)*

3a. Supplier Contact Person Name

3b. Supplier Contact Email Address *(if available)*

3c. Supplier Contact Telephone Number

4. Remittance Address *(as stated in the contract) (No., street, ste., PO Box number, city, state, ZIP + 4®)*

5. Mailing Address *(only if different from Item 4)*

6a. Does this EFT payment request cover all USPS payments to you?

☐ Yes ☐ No

6b. Existing Accounts Payable Supplier Number *(if available)*

7. If no to 6a, provide all contract number(s) and payment sites to which this EFT payment request applies. *(Attach list if more than one).*

C. Supplier/Payee Certification *(Supplier/Payee completes and signs this section.)*

I certify that I am entitled to receive the payments, described above, from the USPS. By signing this form, I authorize the USPS to transmit these payments to the financial institution named below, and for the financial institution to deposit the payments in the account number specified. The financial institution listed below has provided or verified the accuracy of the information recorded in Section D. **Warning:** Furnishing of false information on this form may result in a fine of not more than $10,000 or imprisonment of not more than 5 years, or both (18 U.S.C. 1001).

1. Printed Name

2. Title

3. Signature

4. Date

D. Financial Institution Information

Instructions: ***Supplier/payee completes items 1–5 of this section.*** Return the completed form with a cancelled or voided check to the requester. If supplier/payee *does not submit a cancelled or voided check*, then supplier/payee must have his or her Financial Institution complete items 6–9.

1. Financial Institution (Bank) Name

2a. Financial Institution (Bank) Branch Address

3a. Supplier/Payee (Depositor) Account Name

2b. ACH/EFT Coordinator Name

3b. Supplier/Payee (Depositor) Account Number

2c. Financial Institution (Bank) Email

2d. Telephone Number

4. Branch Routing Transit Number *(9 digits)*

5. Type of Account *(include a cancelled or voided check)*

☐ Checking ☐ Savings

6. Name of Authorized Bank Official

7. Title of Authorized Bank Official

8. Authorized Bank Official Signature

9. Date Signed

E. USPS Contact Information and Certification *(USPS completes and signs this section.)*

I verified that the supplier completed this form and that the supplier/payee information in Sections B and C matches the information in our files or contracting records.

1. USPS Contact Person Name: *(Print name)*

2. USPS Contact Telephone Number

3. USPS Contact Email Address

4. Signature

5. Date

EXHIBIT G (WCSS Positions Only)

UNITED STATES POSTAL SERVICE
OFFICE OF INSPECTOR GENERAL

CONTRACTOR AGREEMENT RELATING TO LAW ENFORCEMENT AUTHORITY AND FIREARMS

By accepting a position as a contractor or sub-contractor with the U.S. Postal Service Office of Inspector General (OIG) within the Office of Investigations, I agree to the following:

- I do not have statutory law enforcement authority to conduct independent criminal, civil, or administrative investigations for any matters under the jurisdiction of the OIG.

- I am prohibited from representing myself as an OIG Special Agent or law enforcement officer to any person I encounter during my OIG-assigned duties or projects.

- I am strictly prohibited from possessing, carrying, or transporting a firearm while on-duty and working on OIG-assigned duties or projects, or while on Postal Service property while on-duty and conducting OIG-assigned duties or projects. **I understand this restriction is in effect even if I possess a valid state firearms permit, concealed carry weapons permit, or if I am a former or retired law enforcement or military member covered under the Law Enforcement Officer's Safety Act.**

My signature below acknowledges that I have reviewed the restrictions outlined above. I understand that any violation of these restrictions may result in immediate termination.

PRINTED NAME (First Middle Last):	
SIGNATURE:	DATE (mm/dd/yyyy):

FOR SUPPLIERS ONLY

(Complete the section below only if the contractor above works for a supplier. Contractors who are independent contractors or direct-hired by the OIG do not need to complete this section.)

As the supplier for the above-listed contractor, I understand the OIG's restrictions regarding law enforcement authority and firearms. I understand that all of my employees, contractors, or sub-contractors must abide by these terms, and any violation of these items may be grounds for immediate termination of contracted services with the OIG.

SUPPLIER PRINTED NAME:	
PRINTED NAME (Printed Name of Authorized Corporate Representative):	
SIGNATURE	DATE (mm/dd/yyyy):

FY2026 OIG Broad Agency Announcement (BAA) 6HQOIG-26-A-0002

About Us

The U.S. Postal Service Office of Inspector General (OIG) plays a key role in maintaining the integrity and accountability of America's postal service, its revenue and assets, and its employees. The Postal Service is comprised of the largest civilian federal workforce in the country and is one of the government's most trusted entities. The OIG, an independent agency within the Postal Service under the general supervision of nine presidentially appointed governors, employs auditors, investigators, and professional support personnel to meet the challenge of preserving this trust.

Our Mission

The OIG achieves its mission of helping maintain confidence in the postal system and improving the Postal Service's bottom line through independent audits and investigations. Audits of postal programs and operations help to determine whether the programs and operations are efficient and cost-effective. Investigations help prevent and detect fraud, waste, and misconduct and have a deterrent effect on postal crimes.

Investigations

The investigative efforts of OIG special agents, forensic examiners, analysts, and support staff assist the Postal Service in protecting the mail and help in maintaining the integrity of postal personnel. These special agents — federal law enforcement officers — investigate internal crimes and frauds against the Postal Service.

Areas of Investigative Focus

- Theft, delay, or destruction of mail by employees and contractors
- Injury compensation and healthcare provider fraud
- Embezzlements and financial crimes
- Contract fraud
- Computer crimes
- Internal affairs and executive investigations
- Employee misconduct and general crimes
- Narcotics
- Whistleblower reprisals

Audit

The mission of the OIG Office of Audit is to conduct and supervise objective and independent audits and reviews of Postal Service programs and operations to:

- Prevent and detect fraud, waste, and misconduct;
- Promote economy, efficiency, and effectiveness;
- Promote program integrity, and;
- Keep the Board of Governors, Congress, and Postal Service management informed of problems, deficiencies, and corresponding corrective actions.

Generally, our audit resources are aligned with those of the Postal Service vice presidents and major functional areas, allowing us to focus our efforts where there are the greatest potential risks and challenges to Postal Service management and operations.

Audit Operations

Mission Operations

- Network Processing/ Transportation
- Delivery and Post Office Operations

Revenue and Resources

- Sales and Marketing
- Human Resources and Support

Information Technology and Data Analysis

- Data Analysis and Performance
- Information Technology

Finance and Supply Management

- Finance
- Supply Management and Facilities

To report fraud, waste, abuse or misconduct involving Postal Service employees and contractors contact us:

1-888-877-7644 ***www.uspsoig.gov***

UNITED STATES POSTAL SERVICE
OFFICE OF
INSPECTOR GENERAL

OIG HEADQUARTERS
1735 N. LYNN STREET, SUITE 200
ARLINGTON, VA 22209-2020

APPENDIX B - OIG OFFICE LOCATIONS

CAPITAL METRO AREA	EASTERN AREA	GREAT LAKES AREA	NORTHEAST AREA	PACIFIC AREA	SOUTHERN AREA	WESTERN AREA
OIG Capital Metro Area Office **9201 Edgeworth Dr., Rm. 2030** **Capital Heights, MD 20790-9576**	**OIG Eastern Area Office** **51 Pennwood Place, Ste. 300** **Warrendale, PA 15086-6501**	**OIG Great Lakes Area Office** **433 W. Harrison St., 4th Flr.** **Chicago, IL 60699-4000**	**OIG Northeast Area Office** **90 Church St., Ste. 3200** **New York, NY 10007-2960**	**OIG Pacific Area Office** **750 3rd Ave.** **Chula Vista, CA 91912-9001**	**OIG Southwest Area Office** **951 W. Bethel Rd.** **Coppell, TX 75099-5000**	**OIG Western Area Office** **7755 E. 56th Ave., Ste. 219** **Denver, CO 80266-5502**
City, State	**City, State**	**City, State**	**City, State**	**City, State**	**City, State**	**City, State**
Atlanta, GA	Bellmawr, NJ	Allen Park, MI	Brockton, MA	Chula Vista, CA	Austin, TX	Albuquerque, NM
Baltimore, MD	Brentwood, TN	Carol Stream, IL	Brooklyn, NY	City of Industry, CA	Baton Rouge, LA	Anchorage, AK
Bethesda, MD	Buffalo, NY	Chicago, IL	Edison, NJ	Fresno, CA	Bedford, TX	Denver, CO (P&DC)
Capital Heights, MD	Columbus, OH	Grand Rapids, MI	New Haven, CT	Honolulu, HI	Birmingham, AL	Denver, CO (NDC)
Charlotte, NC	Covington, KY	Hammond, IN	New York, NY	Long Beach, CA	Coppell, TX	Eagan, MN (NDC)
Chesapeake, VA	Harrisburg, PA	Indianapolis, IN	Portland, ME	Los Angeles, CA	Dallas, TX	Eagan, MN (ASC)
Columbia, SC	Knoxville, TN	Milwaukee, WI	San Juan, PR	Oakland, CA (Civic Center)	El Paso, TX	Federal Way, WA
Duluth, GA	Lakewood, OH	St. Charles, MO	Syracuse, NY	Oakland, CA (P&DC)	Houston, TX	Independence, MO
Greensboro, NC	Louisville, KY	St. Louis, MO	West Babylon, NY	Riverside, CA	Jacksonville, FL	Kansas City, KS
Merrifield, VA	Memphis, TN		Woburn, MA	Sacramento, CA	Little Rock, AR	Las Vegas, NV
Raleigh, NC	Roanoke, VA		Woonsocket, RI	San Mateo, CA	Macon. GA	Phoenix, AZ
Richmond, VA	Southeastern, PA			Santa Clarita, CA	Miami, FL	Salt Lake City, UT
	Trenton, NJ				Mongomery, AL	Spokane, WA
	Warrendale, PA				New Orleans, LA	Vancouver, WA
					Oklahoma City, OK	Windsor Heights, IA
					Orlando, FL	
					San Antonio, TX	
					Shreveport, LA	
					Tallahassee, FL	
					Tampa, FL	
					West Palm Beach, FL	

FREQUENTLY ASKED QUESTIONS

1. Are the positions funded?

   Funded and unfunded positions may be included in the BAA. Contract start dates will set based on operational needs and funding availability.

2. Is there an incumbent contractor performing this work that the awardee would need to transition with?

   That is possible, and the Supplier will be advised when a contract is offered.

3. Please confirm that all positions are full-time.

   For Time-and-Materials and Labor-Hour contracts, each position description states if the position is expected to be full- or part-time. For all other type of contracts, the number of hours worked is not tracked or reported to the OIG.

4. Please advise if the candidate's resume proposed is the one intended to perform the work or are these resumes considered representative?

   Only resumes of actual candidates should be submitted. Resumes should address all the criteria sought in the Evaluation Factors.

5. Please confirm that the hourly rate provided for each of the positions identified in the attachments constitutes a ceiling rate.

   The proposed hourly rate or firm fixed price is subject to a best value determination and negotiation, must still be competitive, and should reflect the Supplier's status and geographic labor market. Therefore, the offeror's initial offer should contain the Supplier's best terms from a price and technical standpoint.

6. Please confirm if discussions will be held.

   Discussions may be held if the OIG determines they are necessary.

7. Please advise if the USPS OIG requests to receive a Technical Proposal from the proposed vendor to include company core programs and experiences in the areas of specialty requested or if resumes and rates are sufficient submission?

   Each individual position description lists the technical criteria that are sought. If the criteria are met, OIG does not dictate whether company capability statements should be submitted. In many cases, a resume shall be considered the "Technical Proposal."

8. This supplier desires the opportunity to respond to future openings. Please confirm how the USPS OIG intends to communicate these future requirements/openings to suppliers for response.

   As new positions become available, we will amend the BAA and provide notification per our original posting.

9. Please confirm that the technical proposal should include resumes of potential candidates that address the positions and evaluation criteria listed in the attachments for the OIG component's areas of interest.

   Yes.

10. The Introduction to the BAA states that the "BAA will remain in effect for one (1) fiscal year (October 1 – September 30), or until replaced by a successor BAA." The area of interest attachments specifies multi-year period of performances. Please confirm that the ordering period will be the current FY with options to extend the period of performance beyond the current FY.

    Each position description states a specific period of performance, including whether there are option periods intended.

11. Will the OIG accept proposals for services not listed in the BAA?

    No, proposals are only accepted for open services listed on the BAA.

12. Does the OIG provide proposal assistance to a Supplier?

    No. OIG personnel cannot assist Suppliers in preparing their proposals. Suppliers are referred to the BAA documentation for submission requirements.

13. I have trucks and delivery vehicles; how do I get a contract?

    The OIG does not deliver mail. Suppliers seeking mail delivery and trucking contracts are referred to the US Postal Service (www.usps.com)

14. Are background and security documents required as part of the proposal?

    No, background and security documents (Exhibits A-G) are not required until a contract has been offered.

15. Is any aspect set aside for small businesses?

    No. the USPS OIG is not subject to small business rules and set-aside requirements.

16. The BAA states a response date of September 30, why is this so long?

    The BAA is open one fiscal year (October 1 – September 30). Unless stated otherwise, proposals are evaluated, and contracts awarded on a rolling basis. Some positions may be removed when filled, some may remain open to obtain a list of prequalified contractors for contract award when funding becomes available.

17. Is the OIG subject to Government Shutdowns? If yes, are contractors paid during that time?

    Yes, the OIG is subject to government shutdowns. If the government and OIG are shutdown, contractors are not paid for the time off by the OIG. Contractors should refer to the policies of their primary employers.

18. Is vacation/sick leave negotiable for independent contractors?

    The OIG does not provide leave to contract employees.

19. Are contract employees paid for federal holidays like all federal career employees?

    No

20. Is contract funding and period of performance guaranteed?

    No. Funding and period of performance are not guaranteed and subject to budgetary constraints and future needs.

21. Is daily travel to and from the assigned duty station reimbursed?

    No

22. Are contractors required to take any training?

    Yes, contractors must take OIG provided annual training related to Sexual Harassment, No Fear Act and Security Awareness. Additional OIG provided training may be required.

23. Will contractors be allowed federal commuter/parking benefits?

    No

24. What is the mission of the OIG?

    See *About US* section on OIG's website (https://www.uspsoig.gov/about-us)

25. What are the VETS-4212 requirements?

    OIG contract holders must comply with the Vietnam Era Veterans' Readjustment Assistance Act of 1972, as amended (38 U.S.C. 4211 and 4212), for contracts more than $150,000.00. See https://www.dol.gov/agencies/vets/programs/vets4212#overview for all reporting requirements.

26. Do BAA positions lead to automatic career federal positions?

    No

27. Are OIG contract employees eligible for federal health and/or life insurance benefits?

    No

28. If I have been deemed acceptable and pre-qualified, must I resubmit a new proposal each time a new BAA is issued?

    No

29. Is the BAA a solicitation for a Supplier to take over all support functions of the OIG?

    No, the solicitation is only for the specific services identified in the Attachments.

30. Is the BAA the only platform for seeking proposals?

    No. The BAA is one of a number of platforms utilized by the OIG to procure supplies and services. The OIG also solicits supplies and services through the System for Award Management (SAM.gov) or may utilize contracts vehicles from other federal agencies, such as GSA Schedules.