STATEMENT OF WORK

FINGERPRINT EXAMINATION BACKLOG REDUCTION SERVICES

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Prepared by: U.S. CITIZENSHIP AND IMMIGRATION SERVICES

1.1 BACKGROUND

Department of Homeland Security (DHS), U.S. Citizenship and Immigration Services (USCIS) is focused on ensuring integrity in the U.S. immigration system through enhanced screening and vetting to deter, detect, and disrupt immigration fraud and threats to our national security and public safety. USCIS is fortifying its ability to process and issue accurate and timely eligibility determinations in strict adherence to U.S. immigration law, regulations, and policy. And lastly, it is committed to optimizing resources for modern mission delivery.

The United States Department of Homeland Security/Immigration and Customs Enforcement /Homeland Security Investigations Forensic Laboratory (HSI-FL), located in McLean, Virginia, is the lead scientific/forensic entity within DHS providing USCIS and other Federal, state and local entities with an internal technical capability to support the USCIS Mission. In support of the USCIS mission, HSI laboratory services include forensic friction ridge analysis (latent print and known print examination and reports).

1.2 SCOPE

This Statement of Work (SOW) describes USCIS' requirement for forensic and digital analysis of friction ridge examinations. At present, USCIS has over 5,000 cases that need to be expedited or rushed due to mission requirements. Because of this priority, there is a large backlog of casework to be addressed. An overarching goal of this contract is to reduce this expansive backlog. The contractor shall furnish the appropriately trained personnel to conduct primarily known print comparison examinations and analyses, and, as necessary, latent print examinations and analyses and evidence processing, to render conclusions to assist in closing cases that have been pending completion. The work will include comparison examinations, reporting, and following quality assurance practices, such as verification and technical and/or administrative reviews. Examiners must be able to also perform as quality review examiners. Personnel assigned under this SOW may also have the potential to provide testimony regarding their examinations, conclusions, reports, and related quality assurance activities, as necessary.

PERIOD OF PERFORMANCE

The period of performance of this contract includes one (1) 12-month base period and three (3) 12-month optional periods. The base period is anticipated to be September 30, 2026, to September 29, 2027, with an ultimate contract completion date of September 29, 2030, if all optional periods are exercised.

2.0 PLACE OF PERFORMANCE

Performance will occur on-site in McLean, Virginia and/or other remote worksite locations in the McLean, Virginia vicinity as designated by HSI-FL leadership.

3.0 REQUIREMENTS

3.1 SCIENTIFIC AND PROGRAM SUPPORT SERVICES

The contractor shall provide 12 qualified personnel comprised of eight (8) ten print examiners and four (4) latent print examiners to perform known print and friction ridge examinations in support of the DHS HSI Forensic Laboratory and the USCIS mission. The primary mission is to complete forensic known print examinations that will be shared and completed digitally by uploading case documentation and images to a government designated collaboration site, such as SharePoint or the HSI-FL Laboratory Information Management System (LIMS). Additionally, services may include chemical and physical latent print processing, including the visualization, enhancement, and capture of friction ridge impressions; quality assurance measures, such as verification and technical and administrative reviews; and court testimony. Outputs may take the form of scientific examinations, case notes, automated database searches, reports, required government laboratory documents or records, opinions, interpretations, and/or conclusions. These services shall be required during the base period of performance to support HSI lab's existing technical expertise in executing USCIS' ten print examinations.

3.1.1 SCIENTIFIC SUPPORT SERVICES

HSI requires a specific skill set to support the fingerprint backlog reduction. The contractor shall provide qualified known print and forensic friction ridge examiners that will assist HSI in their mission, specifically in the examination of known prints from various record sources to establish identity and, as necessary, the examination of latent prints. At a minimum, the contractor shall provide the technical knowledge and expertise to support the following activities:

- Provide qualified personnel with expert knowledge and experience to perform the following:
    - Analysis, Comparison and Evaluation (ACE) of friction ridge impressions.
    - Verification of friction ridge impressions. (V)
    - Proper documentation of ACE-V.
    - Entry and search of unidentified friction ridge impressions suitable for search into Automated Biometric Identification Systems (ABIS).
    - Utilize a variety of specialized analyses and methodologies on all types of evidence that are complex and difficult, such as documentation techniques, development, processes, preservation, and preparation of approved laboratory reagents and chemical solutions in accordance with established laboratory procedures.
    - Maintain proper evidence integrity through adherence to established chain-of-custody procedures, evidence handling protocols, documentation requirements, and applicable quality assurance practices.
    - Render sound opinions, conclusions, and interpretations.
    - Conduct quality assurance reviews, to include:
        - Verification: Process of confirming the accuracy, reliability, and validity of

results and conclusions.
        - Administrative Review: Review of case records for consistency with laboratory policy and for editorial correctness.
        - Technical Review: Review of all examination records to ensure the validity of forensic results.
    - Provide expert witness testimony, supported by prior courtroom training or testimony experience, in federal and other court systems pertaining to results of examination.
    - Perform other duties as assigned.
- Be familiar with and able to abide by the International Organization for Standardization (ISO) Testing and Calibration Laboratories 17025:2017 accreditation standards and the ANSI National Accreditation Board (ANAB) 3125 supplemental accreditation standards.
- Be able to provide written reports communicating findings.
- Be able to orally communicate findings clearly and professionally and appropriately represent the agency to outside entities.
- Be familiar with and able to utilize the collaboration site to upload/download all case images, case records, and documentation required.
- Be familiar with, accept, and follow all HSI-FL internal policies as necessary (to include case documentation, retention, etc.)
- Be familiar with determining the appropriate methodology and sequential chemical and physical processing techniques necessary to examine physical evidence while considering a variety of complicating factors (e.g. legal requirements, facilities, etc.)
- Be familiar with, have access to, and be able to utilize Adobe Photoshop or other digital documentation tool to record Analysis, Comparison, and Evaluation activities for on-screen friction ridge comparisons.
- If required, gain access to the ABIS databases to conduct automated friction ridge searches.
- Be able to provide expert witness testimony for federal litigation and in any administrative cases completed by the contractor that are requested, including participation in pretrial activities and discussions.

3.1.2 PROGRAM SUPPORT SERVICES

3.1.3 Day-to-Day Operations

The contractor shall apply knowledge of office management, methods, and procedures in producing and maintaining documentation, correspondence, records, and directives. Day-to-day operations support also includes the establishment and maintenance of associated correspondence logs, notes, records and files.

3.1.4 General Process

Each contractor shall have specific duties/actions for the examination of friction ridge casework. The following actions describe an example of the general process utilized in the examination of submitted friction ridge evidence

(1) All cases are located in the HSI-FL Laboratory Information Management System (LIMS).
   a. HSI-FL will enter all cases to be examined into the LIMS (if not already done so). Each case will be given a unique case identifier.

(2) Contractor will access individual cases from the LIMS and is responsible for the following:
   a. Maintaining proper chain-of-custody and evidence handling protocols, if applicable.
   b. Inventory of all items/exhibits received.
   c. Examination of all evidence associated with each unique case.
   d. Utilizing appropriate methods and sequential chemical/physical processing techniques necessary to examine evidence to develop, process, and preserve friction ridge detail, if applicable.
   e. Conduct detailed analysis of friction ridge impressions to determine suitability for comparison. This includes assessing ridge detail, clarity, and other factors critical to forensic identification.
   f. Applying the Analysis, Comparison, Evaluation, and Verification (ACE-V) methodology to all cases, if applicable.
   g. Utilizing and providing documentation of the ACE process in accordance with ISO and ANAB accreditation standards, as well as laboratory policy and procedure.
   h. If applicable and if access granted, conducting all appropriate automated searches of ABIS databases.
   i. Ensuring all quality assurance measures, such as verification and technical and/or administrative reviews, are conducted
   j. Prepare detailed reports for each case, documenting methodologies, findings, and conclusions. Reports must be clear, concise, and suitable for use in court

proceedings and at a minimum include exhibits, findings, remarks, and any other report requirement.

k. Maintain organized case files that include all relevant documentation, images, case records, and notes. These files must be accessible to DHS personnel upon request and uploaded into the LIMS.

(3) The contractor will send the final report to the submitter located on the forensic request form.

(4) The case(s) will then be closed out in the LIMS system.

3.2 OPTIONAL SUPPORT SERVICES

USCIS requires continued support beyond the base period of performance for expert witness testimony for any cases completed by the contractor during the base period that are requested for trial. USCIS will provide the contractor with written notification of the trial date and location a minimum of 30 calendar days in advance of the trial and requires that the contractor travel to the jurisdiction of the trial for in-person delivery of the expert witness testimony. The contractor will be paid a fixed unit price for each day of travel and testimony required.

Additionally, USCIS may exercise a separately priced optional line item within the first (1) optional periods for additional scientific and program support services as outlined in SOW section 3.1.

3.3 GENERAL PROGRAM MANAGEMENT REQUIREMENTS

The Contractor shall identify a senior qualified latent print examiner/scientist within the four (4) FTE latent print examiners requested, that is currently certified by the International Association for Identification (IAI) and meets all criteria as set forth in Table (1) to be the lead responsible for the accomplishment of all requirements within this SOW and who is authorized to commit the company. The lead shall organize, plan, schedule, implement, control, analyze, and report on all elements of the contract. The lead shall have resources and authority to ensure efficient and timely program execution and shall be the Contractor's focal point for all requirements. The lead shall keep the Contracting Officer’s Representative (COR) informed of any issues, cost or financial concerns and potential problems that, if unresolved, will adversely affect the Contractor’s performance, schedule, or costs, and take all appropriate measures to mitigate adverse impact on the contract.

The Contractor's lead shall be always prepared to present and discuss the status of contract activities, requirements, and issues.

3.3.1 Key Personnel

The Contractor shall provide key personnel in accordance with the specific requirements identified in this SOW. The Contractor’s senior personnel shall be designated as key and shall

have the stated experience as depicted in this SOW. Failure to utilize identified key personnel as proposed may be considered a breach of contractual obligations.

3.3.2 Required Level of Support

To accomplish the level of effort required of this SOW, the Contractor shall provide qualified personnel as set forth in this SOW. As this is a unique effort, qualifications and required hours are depicted in Table (1) under Position Descriptions and should be carefully considered during

personnel recruitment and/or selection. However, the Government may consider the sum experience of all submitted resumes when determining acceptance of each resume individually.

Table (1) – Personnel Position Descriptions

Position Descriptions	
Physical Scientist	**Latent Print Examiner / Physical Scientist (Forensics)**
Hour based - 12 FTEs (@ 2080 hours per 1 year (4 latent fingerprint examiners and (8) ten print examiners (NOTE: this is an estimated level of effort intended only for the purposes of providing the offeror an idea of the Government's staffing expectations, though the contractor is required to provide sufficient staff to meet all requirements and deliverables of this SOW.)	**Responsibilities:** • Must be certified in latent print examination by the International Association for Identification (IAI), or otherwise possess a current professionally recognized equivalent certification • Must have extensive expert training, technical knowledge and expertise in principles, theories, practices and methodology of friction ridge examinations. • Exhibit knowledge and skill to ensure that examinations are conducted according to accepted protocols. • Apply and document methodology utilized in forensic examinations of friction ridges: analysis, comparison, evaluation, and verification phases. • Ability to operate scientific Automated Biometric Identification Systems (ABIS). • Must follow, and be in compliance with, the ISO/IEC 17025 (International Organization for Standardization) requirements for testing and calibration laboratories and the ANSI National Accreditation Board (ANAB) standards. • Conduct technical and administrative reviews of case notes and report findings. • Prepare written reports on findings as directed within given time and mission parameters. • Provide expert witness testimony, supported by prior courtroom training or testimony experience, should it be required.
	Experience: Has a combined 5+ years' experience in friction ridge examinations. Has, at minimum, a bachelor's degree from an accredited university or college in a physical science or an equivalent combination of education and work experience. Has good written and oral communication skills. The expectation is that the contractor will identify staffing needs. Case work completion will be paid monthly at an agreed upon flat rate. Contractor will assign a lead expert latent print examiner, who will ensure the work product and schedules of assigned staff meet government needs.

The Government recognizes that a Latent Print Examiner / Fingerprint Specialist is typically not included in official resources such as the Contract-Awarded Labor Category (CALC) database. The contractor must provide the necessary staff/labor to support the requirements of this SOW.

3.3.3 Personnel Security

The contractor shall be responsible to ensure that all contractor personnel comply with all security requirements and applicable U.S. laws. All contractor personnel are required to possess or be able to obtain clearance background investigation (at a minimum suitability at the least for Public Trust/Moderate Risk (level 5)). Failure to pass a background investigation shall be cause for dismissal. All personnel must have U.S. Citizenship.

3.3.4 Program Reviews/Status Reports

The contractor identified latent print examiner(s) / Fingerprint Specialist(s) shall, as needed, conduct technical interfaces and meetings between Contractor and Government personnel. These meetings shall be both working and formal sessions to review overall program efforts. The contractor shall have performance reporting of all assigned tasks readily available.

In addition, the Contractor shall submit within ten (10) working days monthly Program Status Reports that address cost, schedule, performance and status of deliverables. The reports shall address problems/risks in fulfilling the contract requirements. The report shall describe the work accomplished during the reporting period, and discuss problems encountered and corrective action taken, pending issues and work planned for the next period.

3.3.5 Specialized Technical Program Support

The Contractor shall ensure the availability of technically qualified personnel required for performance of requirements assigned under this contract. Personnel shall specifically have knowledge and experience with friction ridge examinations and examinations as specified in paragraph 4.3.2. (Table 1).

3.3.6 Proprietary Rights of Ownership

Work products developed in association with this contract will be retained by HSI-FL per current record retention schedules.

3.3.7 Non-Disclosure Information

Any information made available to the Contractor by the Government shall be used only for the purpose of carrying out the provisions of this contract and shall not be divulged or made known in any manner to any persons except as may be necessary in the performance of the contract.

3.3.8 Conflict of Interest Avoidance Information

The Contractor shall notify the Contracting Officer (CO) and Contracting Officer's Representative (COR) in writing of any potential conflicts of interest through their performance

on the resulting contract.

3.3.9 Hours of Work

The Contractor shall coordinate with the COR for contractor employee work schedules as directed by the laboratory.

4.0 OTHER DIRECT COSTS

4.1 Travel

Expert witness testimony is required and travel to attend the trial and deliver the testimony will be reimbursed in accordance with the Federal Travel Regulations.

Travel (more than 50-mile radius) may be offered as a reimbursable cost and may be billed against a Travel CLIN. Long distance travel or travel time compensation must be authorized in writing by the Contracting Officer's Representative (COR) or the Contracting Officer (CO) prior to the commitment funds.

Non-local travel will be reimbursed in accordance with the Federal Travel Regulations and current GSA per diem/mileage rates. Any expenses exceeding $75.00 must be documented by receipt copies that are submitted along with the invoice document pertaining to that travel event. Any unique event that requires non-local travel that involves parking, tolls or mileage reimbursement needs approval from the Contracting Officer's Representative or in COR absence the Contracting Officer prior to any arrangements being made.

5.0 DATA REQUIREMENTS

5.1 Technical Reports

Technical reports, analysis, and other documentation will be coordinated with the HSI manager/designee and adhere to the policies, processes and procedures of HSI-FP and accreditation standards.

5.2 Meeting Reports

Within ten (10) working days after the meeting, the contractor shall submit a meeting report. The meeting reports will include purpose, attendee, objectives accomplished, and action items generated. Meeting reports will also include any material generated or received by the attendee.