

Performance Work Statement

Comprehensive Assessment of the Department of the Interior's Operation of the Indian Trust Administration System

1. PURPOSE:

The purpose of this Performance Work Statement is to support the operation of the Secretarial Commission on Indian Trust Administration and Reform (Commission) and to provide the Department of the Interior (Department) with a comprehensive assessment regarding its management of the trust administration system.

The Contractor is expected to develop a schedule of work that provides for completion of Task 1 – 4 deliverables, within 7 months of the performance start date.

The Commission was established by Secretarial Order 3292 and it was chartered by the Secretary of the Interior on November 28, 2011. The Commission has two years to fulfill its duties.

2. BACKGROUND:

The proper management and administration of the Individual Indian Money ("IIM") accounts, tribal accounts, and trust assets (collectively the "trust administration system" or "trust management system") are among the Department of the Interior's most significant fiduciary duties. Interior's current management of the trust administration system involves a number of bureaus and offices, including the Bureau of Indian Affairs (BIA), the Office of Natural Resource Revenue (ONRR), the Bureau of Land Management (BLM), the Office of Hearings and Appeals (OHA), the Assistant Secretary – Indian Affairs (ASIA), and the Office of the Special Trustee for American Indians (OST).

- Under federal law, Interior is responsible for managing Indian Trust land and resources, on behalf of Tribes and Individual Indians, totaling approximately 56 million surface acres, and 57 million acres of subsurface acres (commonly referred to as mineral estates). In addition, Interior is responsible for managing approximately 384,000 IIM accounts and about 2,900 tribal accounts (for more than 250 federally recognized tribes). Assets held in trust for the benefit of Indian tribes and individuals include land and all natural resources associated with land including renewable and non-renewable resources. Examples of renewable and non-renewable trust assets can include water, timber, oil, gas, and a variety of other mineral resources.
- Interior manages approximately \$4.0 billion in trust funds derived from income generated from trust lands and judgments related to land and water. Trust income is generated from a variety of activities on trust lands including more than 109,000 leases on the lands. For fiscal year 2011, funds from leases, use permits, land sales, and income from financial assets, totaling about \$400 million, were collected and distributed to about 384,000 open

IIM accounts. In fiscal year 2011, about \$609 million was collected for the approximately 2,900 tribal accounts.

- There are currently 156,596 individual Indian land allotments, and one of the major challenges facing Interior with regard to these allotments is the increasing fractionalization of land ownership. To date, there are now over 4.7 million fractionated interests.

Interior's trust administration system involves a variety of procedures and has been the subject of complaints regarding, among other things its responsiveness and customer service. The complex nature of the trust administration system (including both monetary and non-monetary assets, i.e., financial, real estate, and natural resources, respectively) and is a high risk mission that is in need of constant review for improvement opportunities.

To address these issues, Interior requires a thorough and comprehensive evaluation of the existing management and administration of its trust administration system to support a reasoned and factually based set of options for potential management improvements. It also requires a review of the manner in which Interior audits the management of the trust administration system, e.g. performance audits.

3. SCOPE:

The comprehensive assessment of the Department's operation of the trust administration system shall include:

- (1) Evaluating the strengths and weaknesses of both the monetary and nonmonetary trust asset management activities of each entity involved in the Department's trust administration system;
- (2) Identifying options for transferring, consolidating, or otherwise managing the trust fund and assets in an optimal manner to enhance accountability, responsiveness, efficiency and customer service;
- (3) Reviewing the Department's prior reform efforts for effectiveness and to determine whether additional reforms are necessary; and
- (4) Determining the adequacy of the Department's current trust administration system audit functions and recommending options for improvement and possible expansion of such audits.

The comprehensive assessment prepared under the terms of this Performance Work Statement for Tasks 1-4 shall be completed within 7 months of the performance works statement, to provide the Commission sufficient time to review the assessment and the proposed recommendations and make their own determination about which recommendations they present to the Secretary of the Interior, prior to the Commission's termination on November 27, 2013. The scope of work does not include Bureau of Indian Education or Bureau of Indian Affairs' Indian Services programs.

4. OBJECTIVE:

The objective is to conduct the necessary research and analysis to support the Commission in fulfilling the duties contained in its charter, which include making recommendations to the Secretary to improve the Department's management and administration of the trust administration system. The recommendations are to include addressing whether any legislative or regulatory changes are necessary to permanently implement such improvements; the need for and scope of audits on the effectiveness of such management reforms; and whether or not OST should be terminated pursuant to the provisions of the American Indian Trust Fund Management Reform Act of 1994.

5. CONTRACTOR QUALIFICATIONS:

The Contractor shall have expertise and an in-depth knowledge and understanding of the Federal government, Federal Financial Accounting, management of large trust funds and management of non-financial trust assets. It is also desirable that the Contractor and/or subcontractors possess an understanding of Indian concerns and the Federal trust responsibility to American Indians and Alaska Natives.

The Contractor shall also have demonstrated experience and capabilities in researching, analyzing and understanding complex laws, policies, and procedures to be able to understand the government to government relationship between the United States and American Indian and Alaska Native Tribes, and the trust relationship between the United States and the tribes and individual Indians and Alaska Natives for which the United States holds assets in trust. From this understanding, the Contractor must be able to develop recommendation options for improving the Federal government's delivery of trust services to its beneficiaries.

6. SPECIFIC TASKS

TASK 1: Develop a baseline of Interior's current policies, processes and procedures for fulfilling both its monetary and non-monetary trust obligations to American Indians and Alaska Natives.

This Task will provide the current baseline of operations of the Department of the Interior's trust administration system, including those of OST, BIA, BLM, ONRR, OHA, and ASIA and their trust related functions.

The evaluation shall establish a baseline for all of the trust management operations in the aforementioned organizations, with metrics on the effectiveness, timeliness, and customer satisfaction to identify and describe the As-Is organization/processes.

Deliverable:

Consolidated Report that includes:

- A. A complete summary of the findings along with a 2-5 page executive summary.
- B. A Baseline As-Is description of the designated core functions and their current policies, procedures and processes for each aspect of the Interior-wide trust management system.

Deliverable Quantity and Distribution:

1. The COR will receive the Draft As-Is Report and summary in 2 hard copies, and electronically through email delivery.
2. A draft of the As-Is report and summary for Interior to review for compliance on the General Acceptance Criteria listed in 7(b) below, within 15 working days of receipt. (See Deliverable Table on Page 10)
3. The COR will receive 10 hard copies of the Final Report with Summary and 2 CD's.
4. The Contracting Officer will receive the Final deliverable through email delivery.

Please note: Contractor shall continue work on subsequent tasks while the draft report for this task is being reviewed by the Government, however work on the next task will not be approved by the Government without the Government's approval of Task 1.

TASK 2: Asses both the monetary and non-monetary trust asset management activities identified in the As-Is baseline under Task 1 and evaluate the implementation of the Department's prior reform efforts, and if necessary, recommend whether additional reforms are needed. Building on this assessment, identify options for transferring, consolidating, or otherwise managing the trust funds and assets in an optimal manner to enhance accountability, responsiveness, efficiency and customer service based upon the findings.

This task is multi-pronged in nature. First, the task will assess the current As-Is baseline developed under Task 1 and evaluate the Department's prior reform efforts. Next, the task will involve comparing all aspects of the Department's trust administration system with that of commonly accepted policies and procedures of private sector trust programs. This will require interviewing both Interior and non-Interior experts in Indian trust management and administration. Based on this assessment, evaluation, and comparison the Contractor will determine if additional reforms are necessary. If so, such additional reforms should address the entire breadth of Interior's trust management system, including monetary and nonmonetary assets. Finally, the task will develop a To-Be organization model. The To-Be model should address management policies and procedures for both monetary (primarily handled by OST/ONRR) and nonmonetary (primarily handled by ASIA/BIA/BLM/OHA) assets. Certain assets, both financial and non-financial, are managed by Tribes.

The To-Be model should be based upon the evaluations and review of prior trust reform efforts and include both the identification of additional reforms necessary and potential legislative, regulatory or policy changes, to permanently implement such improvements.

The Contractor shall evaluate other possible models for administration of the trust management system and the likely impacts of such other models on the effectiveness, timeliness, and customer satisfaction in serving the Department's trust beneficiaries.

Deliverable:

Consolidated Report that includes:

- A. A complete summary of the findings along with a 2-5 page executive summary.
- B. An evaluation of the As-Is designated core functions and processes for each Interior organization (OST, BIA, BLM, ONRR, OHA, and ASIA).
- C. Develop a status review of all reform efforts to date.
- D. Develop a specific list of additional reforms that are necessary based on prior reform efforts; addressing legislative, regulatory, and policy reforms where appropriate for each part of the Interior trust organization.
- E. Develop a To-Be organization with processes for each entity responsible for a part of Interior's trust management system.
- F. A presentation of the findings for Task 1 and 2 to the Department in Washington, DC.

Deliverable Quantity and Distribution:

1. The COR will receive the draft report and summary in 2 hard copies, and electronically through email delivery.
2. A draft of each of the following for Interior to review for compliance on the General Acceptance Criteria listed in 7(b) below, within 15 working days of receipt (See Deliverable Table on Page 10):
 - a. As-Is Evaluation
 - b. Status Review of Reform Efforts
 - c. List of additional reforms necessary
 - d. To-Be Organizational Report
3. The COR will review 10 hard copies of the Final Report with Summary and 2 CD's.
4. The Contracting Officer will receive the Final deliverable through email delivery.

Please note: Contractor shall continue work on subsequent tasks while the draft report for this task is being reviewed by the Government, however work on the next task will not be approved by the Government without the Government's approval of Task 2.

TASK 3: Determine the adequacy of the Department's current trust administration system audit functions (i.e. Annual Audit, Internal Controls, and Programmatic Reviews) and recommend options for improvement and possible expansion of such audits.

This task will determine if current processes and procedures for the annual third party audit of trust funds, internal controls and programmatic reviews are adequate/ appropriate to assure the Secretary of the Interior that the Department is fulfilling its trust responsibilities to Indian beneficiaries.

Annual Audit of Trust Funds: This task will review the process and procedures of the annual audit of trust funds to determine if compliance with Government Auditing Standards is sufficient to insure the integrity of the Interior's accounting of the trust funds in its annual financial statements. The audit is conducted by a third party and is used by the Department to assure

Indian Trust beneficiaries that funds in the trust are properly accounted for, are being stated properly and that financial statements are free of material misstatement.

Internal Controls: This task will review internal controls based on the Department's risk-based, integrated Internal Control Program (ICP), which is based on OMB Circular A-123, *Management's Responsibility for Internal Controls*, to assure internal controls are sufficient to assure the integrity of systems and processes across all bureau/offices in the Department relative to the trust management system. It shall also address how deficiencies are documented and tracked and how corrective action plans are developed, implemented and tracked.

Programmatic Reviews: This task will review the processes and procedures under which the Department conducts programmatic reviews of the administration of the trust management system to determine sufficiency and make recommendations for improvements.

Deliverable:

Consolidated Report with that includes:

- A. A complete summary of the findings along with a 2-5 page executive summary.
- B. Status review of Annual Audit of Trust Funds: Review of annual audit of trust fund to assure that trust funds are properly accounted for.
- C. Status review of Internal Controls: Review of internal controls for all Departmental trust processes, procedures and systems, determine compliance with the IPC.
- D. Status review of Programmatic Reviews: Review of processes and procedures of programmatic reviews to determine the adequacy of such reviews relative to meeting the oversight responsibilities as defined in the Trust Reform Act.
- E. Specific recommendations for improvements/expansion of annual audits, internal controls, and programmatic reviews for each organization within Interior's trust administration system.
- F. A presentation of the findings for Task 3 to the Department in Washington, DC.

Deliverable Quantity and Distribution:

1. The COR will receive the Draft Report and summary in 2 hard copies, and electronically through email delivery.
2. A draft of the findings Interior to review for compliance on the General Acceptance Criteria listed in 7(b) below within 15 working days of receipt. (See Deliverable Table on Page 10)
3. The COR will receive 10 hard copies of the Final Report and summary and 2 CD's.
4. The Contracting Officer will receive the Final deliverable through email delivery.

Please note: Contractor shall continue work on subsequent tasks while the draft report for this task is being reviewed by the Government, however work on the next task will not be approved by the Government without the Government's approval of Task 3.

TASK 4: Develop a set of recommendation options to improve the Department's management and administration of the trust administration system.

This requirement involves reviewing all of the work products from Tasks 1, 2, and 3 and developing a comprehensive list of potential recommendations/ improvements for the Commission and the Department to review.

The recommendations are to include addressing whether any legislative, regulatory or policy changes are necessary to permanently improve the Department's trust management system, including the scope of audits necessary to determine the effectiveness of such management improvements. The recommendations should also include an evaluation of whether the activities and reforms required by the American Indian Trust Fund Management Reform Act of 1994 have been fulfilled and, as described in the Act, whether or not OST should be terminated pursuant to the provisions of the Act, and if appropriate, suggestions regarding the future for OST.

Deliverable:

Consolidated Report with that includes:

- A. A complete summary of the findings along with a 2-5 page executive summary.
- B. Comprehensive listing of trust improvement recommendations. The list shall be organized first by Interior organization and then by monetary and nonmonetary trust management administration. All recommendations should be subdivided into recommendations that are short term and those that require a longer term to implement e.g. those requiring legislative, regulatory or policy changes.
- C. Recommendations to address the future of OST shall be included.
- D. A presentation of the findings for Task 4 to the Department in Washington, DC.

Deliverable Quantity and Distribution:

1. The COR will receive the Draft Report and summary in 2 hard copies, and electronically through email delivery.
2. A draft of the findings Interior to review for compliance on the General Acceptance Criteria listed in 7(b) below within 15 working days of receipt. (See Deliverable Table on Page 10)
3. The COR will receive 10 hard copies of the Final Report and summary and 2 CD's.
4. The Contracting Officer will receive the Final deliverable through email delivery.

OPTIONAL TASK 5: After the completion of Task 4, the Contractor will provide any additional deliverable revisions as required for Tasks 1-4.

The Contractor shall update the deliverables developed under Tasks 1, 2, 3, and 4 to address any additional comments or questions put forth regarding the deliverables. DOI may require additional support from the Contractor after the completion of Task 4 to help ensure all deliverables produced under this Task Order address any additional comments/questions/revisions put forth by the Government.

Deliverable:

- A. Update deliverables developed under Task 1, 2, 3, and 4 if required.

Deliverable Quantity and Distribution:

1. The COR will receive the Draft Report and summary in 2 hard copies, and electronically through email delivery.
2. A draft of the findings Interior to review for compliance on the General Acceptance Criteria listed in 7(b) below within 15 working days of receipt. (See Deliverable Table on Page 12)
3. The COR will receive 10 hard copies of the Final Report and summary and 2 CD's.
4. The Contracting Officer will receive the Final deliverable through email delivery.

7. DELIVERABLES:

a) Deliverable Inspection, Acceptance and Quality:

Deliverable inspection and acceptance criteria – Final inspection and acceptance of all work performed, reports and other deliverables will be performed at the place of delivery by the COR.

b) Deliverable General Acceptance Criteria:

General quality measures, as set forth below, will be applied to each work product received from the Contractor under this performance work statement.

- i. **Accuracy** - Work Products shall be accurate in presentation, technical content, and adherence to accepted elements of style.
- ii. **Clarity** - Work Products shall be clear and concise. Any/All diagrams shall be easy to understand and be relevant to the supporting narrative.
- iii. **Consistency to Requirements** - All work products must satisfy the requirements of this statement of work.
- iv. **File Editing** - All text and diagrammatic files shall be editable by the Government.
- v. **Format** - Work Products shall be submitted in hard copy (where applicable) and in media mutually agreed upon prior to submission. Hard copy formats shall follow any specified Directives or Manuals.
- vi. **Time-lines** - Work Products shall be submitted on or before the due date specified in this statement of work or submitted in accordance with a later scheduled date determined by the Government.

c) Deliverable Quality Assurance:

The COR will review, for completeness, preliminary or draft documentation that the Contractor submits, and may return it to the Contractor for correction. Absence of any comments by the COR will not relieve the Contractor of the responsibility for complying with the requirements of this performance work statement. **Final approval and acceptance of documentation required herein shall be by written approval and acceptance by the COR.** The Contractor shall not construe any letter of acknowledgment of receipt material as a waiver of review, or as an acknowledgment that the material is in conformance with this work statement. Any approval given during preparation of the documentation, or approval for shipment shall not guarantee the final acceptance of the completed documentation.

All deliverables or materials associated therewith (“materials”) prepared by the Contractor during the course of this contract are hereby deemed the property of the United States Government, including all intellectual property rights associated with any material. Any restrictive or proprietary language included on any material in any media shall deem the product as undelivered.

d) Deliverable Review:

The **Government** will have a maximum of fifteen (15) working days from the day the draft deliverable is received to review the document, provide comments back to the Contractor, approve or disapprove the deliverable(s). The **Contractor** will have a maximum of five (5) working days from the day comments are received to incorporate all changes and submit the final deliverable to the Government. All days identified below are intended to be workdays unless otherwise specified.

8. BI-WEEKLY STATUS REPORTS, CONFERENCE CALLS, BRIEFINGS:

The Contractor shall document the efforts performed in the completion of each task in a detailed Bi-Weekly Status Report due every two weeks. The status report shall include, at a minimum:

- 1) Program status, to include objectives met, work completed and work outstanding
- 2) Notable achievements
- 3) Issues or obstacles impeding progress and recommended solutions
- 4) Status of deliverables/milestones
- 5) Issues and resolutions
- 6) Resource planning/status
- 7) Topics or issues identified by the government COR
- 8) Description of work completed and plans for next week(s)
- 9) Summarization of the efforts of each primary task in the Government’s PWS
- 10) More frequent meetings may be scheduled as necessary

9. Orientation Briefing & Executive Presentations

Orientation Briefing

Within five (5) working days of award of the contract, the Contractor shall conduct an orientation briefing for the Government. The Government does not want an elaborate orientation briefing nor does it expect the Contractor to expend significant resources in preparation for this briefing. The intent of the briefing is to initiate the communication process between the Government and Contractor by introducing key task participants and explaining their roles, reviewing communication ground rules, and assuring a common understanding of subtask requirements and objectives.

The **Orientation Briefing** will be held at the Government's facility (US Department of the Interior – Main Interior Building (MIB) 1849 C street, NW, Washington DC 20240) and the date and time will be mutually agreed upon by both parties, *to be no later than 5 work days after award of contract.*

The completion of this briefing will result in the following:

- a) Introduction of both Contractor and Government personnel performing work under this Contract.

Final Project Management Plan with mutually agreed upon dates to be submitted no later than 5 work days after the orientation meeting.

Executive Presentations

The Contractor shall conduct three (3) Executive Presentations for the Government. The first presentation shall be conducted after the completion of Task 3 and shall cover Tasks 1-3, the second presentation shall be conducted after the completion of Task 4 and shall cover Task 4, and the final presentation shall be conducted after the completion of Task 5 and shall cover Task 5. These presentations will be coordinated by the COR at a mutually agreed upon date and time between the Government and Contractor.

The **Executive Presentations** will be held at the Government's facility (US Department of the Interior – Main Interior Building (MIB) 1849 C street, NW, Washington DC 20240).

10. Project Management Plan (Draft & Final)

The Contractor shall prepare a Project Management Plan describing the technical approach, organizational resources and management controls to be employed to meet the cost, performance and schedule requirements for this requirement. The Project Management Plan shall detail the products, methods for developing the products, allocation of staff and other resources necessary to produce the products and a revised timeline for producing the products, if necessary. The COR shall receive the Final Project Management Plan in both hard copy and electronic format. Based on the Final Project Management Plan, the COR will provide approval to move forward on activities planned. The Contractor shall request prior approval on all activities not included in the plan or any modifications to the plan after approval has been given (**Draft with numbered pages is due with RFQ /Final plan is due five (5) work days after orientation meeting**).

11. DELIVERABLE TABLE: Note: specific delivery dates will be mutually discussed and agreed to during the orientation meeting. Dates assume 4 week month.

Item #	Task	Milestone/Deliverable	Responsibility	Draft (Work Days)	Final (Work Days)	Deliverable Quantity and Distribution
1		Bi-weekly Status Reports & Conference Calls & Briefings.	Contractor	N/A	Bi-Weekly	
2		Non-Disclosure Agreement	Contractor	N/A	2 days after award	1 electronic copy to the COR 1 electronic copy to the CO
3		Conflict of Interest Statement	Contractor	N/A	2 days after award	1 electronic copy to the COR 1 electronic copy to the CO
4		Government Information Furnished	Government	N/A	To be provided after award	The government will provide limited copies to the Contractor at the orientation meeting.
5	Task 1	12. Executive Summary 13. A Baseline As-Is description of the designated core functions and their current policies, procedures and processes for each aspect of Interior-wide trust management system.	Contractor	As defined in the Vendors' Detailed Project Plan	As defined in the Vendors' Detailed Project Plan	2 hard copies to the COR – Draft 1 electronic copy to the COR - Draft 10 hard copies to the COR-Final 1 electronic copy to the COR and 2 CD's - Final 1 electronic copy to the CO
6	Task 2	1) Executive Summary 2) As-Is Evaluation for each part of Interior's trust organization. 3) Status Review of Reform Efforts. 4) List of additional reforms, if necessary for each part of Interior's trust organization. 5) To-Be Organizational Report. 6) A Presentation of the findings	Contractor	As defined in the Vendors' Detailed Project Plan	As defined in the Vendors' Detailed Project Plan	2 hard copies to the COR – Draft 1 electronic copy to the COR - Draft 10 hard copies to the COR-Final 1 electronic copy to the COR and 2 CD's - Final 1 electronic copy to the CO

Item #	Task	Milestone/Deliverable	Responsibility	Draft (Work Days)	Final (Work Days)	Deliverable Quantity and Distribution
		for Tasks 1-2 to the Department in Washington, DC.				
7	Task 3	<ol style="list-style-type: none"> 1) Executive Summary 2) Status review of Annual Audit of Trust Funds, internal controls and programmatic reviews. 3) Specific recommendations for improvement/expansion of annual audits, internal controls and programmatic reviews for each Interior organization. 4) A Presentation of the findings for Task 3 to the Department in Washington, DC 	Contractor	As defined in the Vendors' Detailed Project Plan	As defined in the Vendors' Detailed Project Plan	<p>2 hard copies to the COR – Draft</p> <p>1 electronic copy to the COR – Draft</p> <p>10 hard copies to the COR-Final</p> <p>1 electronic copy to the COR and 2 CD's - Final</p> <p>1 electronic copy to the CO</p>
8	Task 4	<ol style="list-style-type: none"> 1) Executive summary 2) Comprehensive listing of trust improvement recommendations for each part of Interior's trust organization. 3) Recommendations to address future of OST. 4) A Presentation of the findings for Task 4 to the Department in Washington, DC. 	Contractor	As defined in the Vendors' Detailed Project Plan	As defined in the Vendors' Detailed Project Plan	<p>2 hard copies to the COR – Draft</p> <p>1 electronic copy to the COR – Draft</p> <p>10 hard copies to the COR-Final</p> <p>1 electronic copy to the COR and 2 CD's - Final</p> <p>1 electronic copy to the CO</p>
9	Optional Task 5	<ol style="list-style-type: none"> 1) Update deliverables developed under Task 1, 2, 3, and 4 if required 	Contractor	As defined in the Vendors' Detailed Project Plan	As defined in the Vendors' Detailed Project Plan	<p>2 hard copies to the COR – Draft</p> <p>1 electronic copy to the COR – Draft</p> <p>10 hard copies to the COR-</p>

Item #	Task	Milestone/Deliverable	Responsibility	Draft (Work Days)	Final (Work Days)	Deliverable Quantity and Distribution
10		Personal Identity Verification Forms – consisting of: A. OPM Standard Form 85 or 85P B. OF 306 C. Fingerprint card (local procedures may require that the fingerprinting be done at a police station; in this case, any charges are to be borne by the CONTRACTOR.) D. Release to Obtain Credit Information E. PIV card application (web-based)	Contractor	N/A	No later than 5 days after award	Final 1 electronic copy to the COR and 2 CD's - Final 1 electronic copy to the CO COR coordinates the paperwork with the DOI Security Office and other offices to ensure vendor is provided with timely credentials.

12. GOVERNMENT FURNISHED INFORMATION & EQUIPMENT:

a) Government Furnished Information:

The Trust Commission has a public web site that contains the proceedings of their meetings as well as historical documentation that has been provided to them for their deliberations.

The web site can be found at: <http://www.doi.gov/cobell/commission/index.cfm>.

The successful quoter will be provided additional materials that become available as the Trust Commission continues its work and deliberations.

All materials provided by the Government during the course of this contract shall remain the property of the Government and shall be returned immediately upon completion of the contract or as otherwise requested by the COR or Contracting Officer.

b) Government Furnished Equipment:

When at DOI facilities, the Contractor shall be provided with copier and fax service only, computer access and connectivity will not be provided. The Contractor is responsible for providing its staff with their own equipment, (i.e., laptops, cell phone, blackberry, air card, etc) in support of this requirement.

DOI IT System Access: NO

13. ACCESS TO GOVERNMENT PROPERTY OR FACILITIES

The Contractor will be allowed limited access to the Government's facilities. The COR or other Government official as identified by the COR will coordinate and ensure access to the government facilities is provided. The Contractor will be required to check-in at the facility in accordance with the facility procedures and receive a temporary visitor's pass. The Contractor will display this badge at all times while on government premises. The Contractor will comply with all rules and regulations specific to the government facility.