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Description of document: US Immigration and Customs Enforcement (ICE) statement of work contract GS 1 OF0027N and HSCEMD11F00053 with CapGemini Governments Solutions Limited Liability, signed July 2011

Requested date: 24-September-2011

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Title of document Department of Homeland Security (DHS), U.S. Immigration and Customs Enforcement (ICE), Homeland Security Investigations (HSI), Office of Intelligence (Intel), Performance Work Statement (PWS) for Consulting Services

Source of document: U.S. Immigration and Customs Enforcement
Freedom of Information Act Office
500 12th Street, S.W., Stop 5009
Washington, D.C. 20536-5009
Fax: (202) 732-0660
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[Online request form](#)

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**U.S. Immigration
and Customs
Enforcement**

October 30, 2011

Re: ICE FOIA Case Number 2011FOIA16541

This letter is the final response to your Freedom of Information Act (FOIA) request to U.S. Immigration and Customs Enforcement (ICE), dated September 24, 2011. You have requested copies of the following records:

A copy of the statement of work and any data deliverables for contract GS10F0027N and HSCEMD11F00053 with CapGemini Governments Solutions Limited Liability, signed July 2011.

To provide you with the greatest degree of access authorized by law, we have considered your request under the FOIA, 5 U.S.C. § 552. A search of the ICE Office of Acquisition Management (OAQ) for records responsive to your request produced six pages that are responsive to of your request.

We are granting your request under the FOIA, Title 5 U.S.C. § 552, as amended, and DHS' implementing regulations, 6 C.F.R. Chapter I and Part 5. After carefully reviewing the responsive documents, I have determined that they are appropriate for release. The records are enclosed in their entirety; no deletions or exemptions have been claimed.

You have the right to appeal our determination. Should you wish to do so, you must send your **appeal** and a copy of this letter, within 60 days of the date of this letter to: U.S. Immigration Customs Enforcement, Office of Principal Legal Advisor, U.S. Department of Homeland Security, Freedom of Information Office, 500 12th Street, S.W., Stop 5009 Washington, D.C. 20536-5009, following the procedures outlined in the DHS regulations at 6 C.F.R. § 5.9. Your envelope and letter should be marked "FOIA Appeal." Copies of the FOIA and DHS regulations are available at www.dhs.gov/foia.

Provisions of the FOIA allow us to recover part of the cost of complying with your request. In this instance, because the cost is below the \$14 minimum, there is no charge.¹

¹ 6 CFR § 5.11(d)(4).

If you need to contact our office about this matter, please refer to FOIA case number **2011FOIA16541**. This office can be reached at (202) 732-0600 or (866) 633-1182.

Sincerely,


Catrina M. Pavlik-Keenan
FOIA Officer

Enclosure(s): Six pages

**Department of Homeland Security (DHS)
U.S. Immigrations and Customs Enforcement (ICE)
Homeland Security Investigations (HSI)
Office of Intelligence (Intel)
Performance Work Statement (PWS)
for Consulting Services**

1. Background

U.S. Immigration and Customs Enforcement (ICE) is the largest investigative arm of the Department of Homeland Security (DHS). ICE is responsible for enforcing the nation's immigration and customs laws that protect national security and public safety.

With more than 19,000 employees worldwide, ICE is a key component of the DHS layered defense approach protecting the nation. Among key operational, management and leadership offices within ICE is the Homeland Security Investigations (HSI)-Office of Intelligence (Intel).

HSI-Intel collects, analyzes and shares strategic and tactical data for use by ICE and DHS management and operational units, as well as supporting our federal, state, local, tribal and international law enforcement partners. ICE's intelligence capabilities play a vital role in supporting investigations related to illegal immigration, financial crime, trade fraud, human smuggling and trafficking, child sex tourism, weapons proliferation, drug smuggling and other criminal activities.

2. Scope/Objectives

HSI-Intel goal is to provide timely and accurate intelligence in support of law enforcement and homeland security operations. This occurs by getting the right information to the right people at the right time.

To support this goal, HSI-Intel has a requirement for consulting services in support of mission oriented functions to include:

- Subject matter expert advice, assistance, and guidance.
- Management and strategy consulting
- Program planning, audits, and evaluations
- Studies, analyses, scenarios, and reports relating to Intel's mission-oriented business programs and initiatives

The consulting objectives include providing expert recommendations for program improvements and efficiencies and presenting recommendations on improving the operations and sustainability for the programs.

3. Service Provider—Non-Personal Services

DHS retains the authority to make all the decisions regarding the DHS mission, and the exclusion or interpretation of the laws of the United States. Contractor services defined are not considered to be inherently Governmental in nature, as defined by Federal Acquisitions Regulation (FAR) Subpart 7.5. This is a Non-Personal services contract as defined by FAR subpart 37.101.

Contractor personnel rendering services under this order are not subject to supervision or control by government personnel. The contractor will be responsible for the supervision of the contractor employees at all duty stations. The contractor is expected to work independently to accomplish the requirements of this order. The contractor will generate reports and other deliverables as specified by the Performance Work Statement (PWS).

4. Personnel Requirements

The contractor shall provide two Subject Matter Expert (SMEs). SMEs provide intelligence expertise in support of ICE mission requirements as defined in the following paragraphs. The Subject Matter Experts (SME) will apply extensive knowledge in the area of intelligence and/or law enforcement disciplines in order to make recommendation on improving/enhancing program activities and partnerships. SME(s) will display a deep and broad understanding of subject matter gained through many years of progressive experience and increases in challenge of assignments. In addition, SME(s) shall have direct knowledge and experience in the following areas:

- Intelligence (both law enforcement intelligence and national intelligence)
- Investigations (as it relates to illegal immigration)
- Financial crime
- Trade fraud
- Human smuggling and trafficking
- Child sex tourism/exploitation
- Weapons Proliferation
- Drug Smuggling
- Other Activities (as it relates to intelligence programs and processes)

4.1 Performance Outcome

SME(s) shall interface daily with the ICE HSI-Intel Assistant Director and COTR. The SME(s) shall complete the tasks under this performance work statement (see 5.):

4.2 Minimum Education/Experience:

BA/BS Degree and 10 years in intelligence and threat analysis or equivalent of 15 years experience in overseeing intelligence and threat analysis. Possess experience in reviewing intelligence reports, traffic and products. Ability to prepare in-depth intelligence reports for senior officials/military services or law enforcement entities, briefing and producing reports and products to executive / senior staff, and providing expert opinion / input to the intelligence community.

5. Required Tasks

The Contractor shall perform the following tasks:

1. In support of the Assistant Director's Office for Intelligence, review and analyze certain ICE HSI-Intelligence programs.
2. Identification/portrayal of all aspects of ICE HSI-Intel programs including:
 - a. Mission and Functions:
 - i. Define mission/function (specifically provide a detailed review and analysis of HSI-Intel support and outline roles and responsibilities).
 - b. Organization (specifically detail structure, staffing and funding).
 - c. Outline HSI-Intel' overall "role" and ICE Intelligence strategic planning and operations.
 - d. Provide expert recommendations for program improvements and efficiencies
 - e. Present recommendations on improving the operations and sustainability for the programs.
3. Review and analyze ICE HSI-Intel involvement and interaction with various interagency programs and activities to include but not limited to :
 - a. The Border Intelligence Fusion Section/EPIC;
 - b. The Southwest Border Counternarcotics Strategy;
 - c. DHS Intelligence Enterprise activities including the Homeland Security Intelligence Council;
 - d. Additional activities identified as part of the review to address such issues as:
 - i. Evaluating and measuring current activity and determining if ICE is the lead or a participant.
 - ii. Concluding the "impetus" for the activity (i.e. ICE HQ, NSS, DHS, I&A, etc.).
 1. Determine the purpose of the activity.
 2. Identify if the program aligns with the overall ICE strategic and DHS Intelligence strategic plans.

3. Identify resources associated with individual activities and assess programmatic performance.
 - a. What is the scope and timeline for the activity? (Short term/one time effort, standing commitment, etc.)
 - b. Make Recommendations on improving/enhancing of activities.

4. Ad Hoc reports may also be required resulting from other consulting activities on Intel programs and initiatives within this scope in support of the ICE HSI-Intelligence Assistant Directorate Office.

6. Deliverables and Performance Standards

The contractor shall provide the following deliverables in the format and frequency listed.

DELIVERABLES	Performance Standard & Acceptable Quality Level (AQL)
Kick-Off Meeting.	A kick-off meeting with the government will be conducted within five workdays following award of the task order. The meeting will be conducted at the government site in ICE HQ or at the contractor's facility at the discretion of the Contracting Officer's Technical Representative (COR).
Project Plan and Timeline for Task Deliverables of Section 5	A report detailing project tasks, deliverables, timelines, and resources supporting each task shall be submitted within 10 days after kick-off date for government review/approval. Plan shall be on time and 98% error free.
Deliverables in accordance with approved project plan	Reports/Presentations are submitted to timelines in approved plan and 90% error free
Provide Special Studies and Strategy Reports on ad-hoc basis	Submit report within 4 business days of request and 98% error free
Provide weekly activity and status reports documenting the progress toward each task deliverable	Reports are due on Friday by 4PM and 98% accurate.

<p>Monthly/Activity/Status Reports: The contractor shall provide monthly activity reports documenting progress of each task deliverable identifying problems encountered, areas of risk, personnel changes if any, and other information pertinent to completion or identified by the INTEL COTR.</p>	<p>Reports are due monthly on the 10th working day of the month by 4PM and 98% accurate.</p>
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A copy of the project plan and timeline and monthly activity/status reports shall also be provided to the Contracting Officer.

7. Government Furnished Equipment (GFE)

7.1 The Government will provide access to facilities, equipment, and technical information as required for the performance of the task order.

7.2 The Government will provide on-site use of office space, hardware, software, and office supplies necessary for performance of the task order.

8. Period and Place of Performance

8.1 The awarded Task Order will have a base period of one year and one option year.

8.2 The place of performance is on-site at DHS ICE, 500 12th Street, Suite 10000, Washington D.C., 20024.

9 Government Hours of Operation

9.1 Normal duty hours will range from 7 AM to 6:30 PM, Monday through Friday (8 hour days), excluding Government holidays. Modifications may be required to accommodate Government Intelligence Headquarters requirements and/or requirements.

9.2 The contractor's personnel are expected to perform a maximum of forty (40) hours per week in performance of this work statement.

10. Technical Direction or Instruction

- a. When necessary, technical direction or clarification concerning the details of specific tasks set forth in the statement of work shall be given through issuance of Technical Direction by the Contracting Officer's Technical Representative (COTR).

- b. Technical Direction shall be in writing (e-mail is acceptable) and shall include, as a minimum, the following information:
 - 1. Date of Technical Direction;
 - 2. Order number
 - 3. Reference to the relevant section(s) or item (s) in the statement of work
 - 4. Specific direction or clarification,
 - 5. Signature or an e-mail from the COTR.

- c. Each Technical Direction issued hereunder is subject to the terms and conditions of the task order and contract; and in no event shall technical directions constitute an assignment of new work or changes of such nature as to justify any adjustment to the price or estimated cost or to the performance period under the task order. In the event of a conflict between a TD and the order, the order shall control.

- d. When in the opinion of the Contractor a technical direction calls for effort outside the statement of work, the Contractor shall notify the COTR and Contracting Officer thereof in writing within two (2) working days of having received the technical direction in question. The Contractor shall undertake no performance to comply with the technical direction until the matter has been resolved by the Contracting Officer through formal contract modification or other appropriate action. If as a result of technical discussions, it is desirable to alter/change contractual obligations or the Specification/Work Statement, the Contracting Officer shall be immediately notified and is the only authorized individual to issue such changes in writing with authorization signature.

- e. Oral technical directions may be given by the COTR only in emergency circumstances, and provided that any oral technical direction given is reduced to writing by the COTR within two (2) working days of its issuance.

- f. Amendments shall be in writing and shall include the information set forth in paragraph (b) above. Oral amendments shall be confirmed in writing within two (2) working days from the time of the oral communication amending the TD by a TD modification.

- g. Any effort undertaken by the Contractor pursuant to oral or written technical directions issued other than in accordance with the provisions herein shall be at the Contractor's own risk.