

U.S. Department of Homeland Security  
500 12<sup>th</sup> St., SW  
Washington, D.C. 20536



U.S. Immigration  
and Customs  
Enforcement

September 6, 2023

Ms. Jacqueline Stevens  
601 University Place, 2d floor  
Political Science Department  
Evanston, IL 60208

**RE: Stevens v. ICE 20-cv-2725**  
**ICE FOIA Case Number 2020-ICLI-00042**  
**Supplemental Release**

Dear Ms. Stevens:

This letter is a supplemental response to your client's Freedom of Information Act (FOIA) requests to U.S. Immigration and Customs Enforcement (ICE). Your client seeks records relating to the following Freedom of Information Act requests: 2018-ICFO-56530, 2020-ICFO-18634, 2019-ICFO-33429, 2019-ICFO-29171, 2018-ICFO-59138, and 2019-ICFO-24680. ICE has considered your request under the FOIA, 5 U.S.C. § 552.

For this production, ICE is making a discretionary re-release of 199 pages of records. ICE has reviewed the pages and determined that 77 pages will be released in full and portions of the remaining 122 pages will be withheld pursuant to FOIA Exemptions (b)(4), (b)(6), (b)(7)(C) and (b)(7)(E) as described below. The pages will retain their original Bates numbers.

**FOIA Exemption 4** protects trade secrets and commercial or financial information obtained from a person that is privileged or confidential. This exemption covers two categories of information in federal agency records: (1) trade secrets; and (2) information that is commercial or financial, obtained from a person (which may include corporations or state governments), and privileged or confidential, which is both customarily and actually treated as private by the submitter of the information. *See Food Marketing Institute v. Argus Leader Media*, 139 S. Ct. 2356, 2362-63 (2019). I have reviewed the responsive documents, the submitter's objections to release, and relevant case law, and I have determined that portions of the responsive records are exempt from disclosure under subsection (b)(4) of the FOIA and must be withheld in order to protect the submitter's proprietary interests.

ICE has applied FOIA Exemptions 6 and 7(C) to protect from disclosure the personally identifiable information of DHS employees and third parties contained within the records.

**FOIA Exemption 6** exempts from disclosure personnel or medical files and similar files the release of which would cause a clearly unwarranted invasion of personal privacy. This requires a balancing of the public's right to disclosure against the individual's right to privacy. The privacy

interests of the non-public-facing individuals in the records you have requested outweigh any minimal public interest in disclosure of the information. Any private interest you may have in that information does not factor into the aforementioned balancing test.

**FOIA Exemption 7(C)** protects records or information compiled for law enforcement purposes that could reasonably be expected to constitute an unwarranted invasion of personal privacy. This exemption takes note of the strong interests of individuals, whether they are suspects, witnesses, investigators, or individuals performing their official duties in connection with a law enforcement agency, in not being unwarrantably associated with alleged criminal activity or becoming targets for revenge by begrudged individuals. Based upon the traditional recognition of strong privacy interest in law enforcement records, categorical withholding of information that identifies third parties in law enforcement records is ordinarily appropriate. As such, I have determined that the privacy interest in the identities of the non-public-facing individuals in the records you have requested clearly outweigh any minimal public interest in disclosure of the information. Please note that any private interest you may have in that information does not factor into this determination.

**FOIA Exemption 7(E)** protects records compiled for law enforcement purposes, the release of which would disclose techniques and/or procedures for law enforcement investigations or prosecutions or would disclose guidelines for law enforcement investigations or prosecutions if such disclosure could reasonably be expected to risk circumvention of the law. I have determined that disclosure of certain law enforcement sensitive information contained within the responsive records could reasonably be expected to risk circumvention of the law. Additionally, the techniques and procedures at issue are not well known to the public.

If you have any questions about this letter, please contact Assistant United States Attorney Alex Hartzler at [Alex.Hartzler@usdoj.gov](mailto:Alex.Hartzler@usdoj.gov).

Sincerely,

Marcus K. Francis Sr.  
Supervisory Paralegal Specialist

Enclosure: 199 pages

9. Disruptive behavior or threatening to harm another by Contractor employees or subcontractors is grounds for immediate removal from the facility;
10. The Contractor shall immediately remove its employee or subcontractor employee from performing duties under this contract and comply with further guidance from the CO upon learning of adverse or disqualifying information. The Contractor shall not submit and the Government shall not pay for invoiced hours for a Contractor on administrative leave due to any actions potentially in violation of the Standards of Conduct. Disqualifying information may include, but is not limited to:
  - a. Conviction of a crime (felony offenses);
  - b. A record of arrests for traffic offenses (especially DUI); and
  - c. False information entered on suitability forms.
11. At no time will a Contractor's employees nor its subcontractor's employees make statements or represent themselves as government employees to include but not limited to, using social media.

#### **C-19. USE OF SUBCONTRACTORS AND INDEPENDENT CONTRACTORS.**

Contractor is permitted to use independent contractors and or subcontractors for services rendered under this contract unless debarred from government contracts. If Contractor deems it necessary to obtain the services of a subcontractor to fulfill its obligations under this SOW, the Contractor will notify the CO in writing of its intent to use subcontractors for particular positions. No approval is necessary for use of a subcontractor that is a subsidiary of the Prime Contractor or if the subcontractor was identified in the Prime Contractor's proposal in response to the RFP. Responsibility remains with the Prime Contractor for all subcontractor and independent Contractors. Any subcontractor utilized by the Prime Contractor will be held to the same standards as those required of the Prime Contractor. All staff working under this contract shall identify themselves as employees of the Contractor. The Prime Contractor will remain the sole point of contact for the government in all matters related to the delivery of services under this contract without exception. Any and all documentation, memos etc. submitted to the government will be identified as the product of the Prime Contractor.

#### **C-20. SECURITY REQUIREMENTS.**

##### **GENERAL**

The United States Immigration and Customs Enforcement (ICE) has determined that performance of the tasks as described in Contract 70CDCR18C0000002 requires that the Contractor, subcontractor(s), vendor(s), etc. (herein known as Contractor) have access to sensitive DHS information, and that the Contractor will adhere to the following.

##### **C-20.1 PRELIMINARY DETERMINATION**

ICE will exercise full control over granting; denying, withholding or terminating unescorted

government facility and/or sensitive Government information access for Contractor employees, based upon the results of a background investigation. ICE may, as it deems appropriate, authorize and make a favorable expedited pre-employment determination based on preliminary security checks. The expedited pre-employment determination will allow the employees to commence work temporarily prior to the completion of the full investigation. The granting of a favorable pre-employment determination shall not be considered as assurance that a favorable full employment determination will follow as a result thereof. The granting of a favorable pre-employment determination or a full employment determination shall in no way prevent, preclude, or bar the withdrawal or termination of any such access by ICE, at any time during the term of the contract. No employee of the Contractor shall be allowed to enter on duty and/or access sensitive information or systems without a favorable preliminary fitness determination or final fitness determination by the Office of Professional Responsibility, Personnel Security Unit (OPR-PSU). No employee of the Contractor shall be allowed unescorted access to a Government facility without a favorable pre-employment determination or full employment determination by the OPR-PSU. Contract employees are processed under the ICE Management Directive 6-8.0. The contractor shall comply with the pre-screening requirements specified in the DHS Special Security Requirement – Contractor Pre-Screening paragraph located in this contract, if HSAR clauses 3052.204-70, Security Requirements for Unclassified Information Technology (IT) Resources; and/or 3052.204-71, Contractor Employee Access are included in the Clause section of this contract.

#### **C-20.2 BACKGROUND INVESTIGATIONS**

Contract employees (to include applicants, temporaries, part-time and replacement employees) under the contract, needing access to sensitive information, shall undergo a position sensitivity analysis based on the duties each individual will perform on the contract. The results of the position sensitivity analysis shall identify the appropriate background investigation to be conducted. Background investigations will be processed through the Personnel Security Unit. Prospective Contractor employees, whether a replacement, addition, subcontractor employee, or vendor employee, shall submit the following security vetting documentation to OPR-PSU, in coordination with the Contracting Officer Representative (COR), within 10 days of notification by OPR-PSU of nomination by the COR and initiation of an Electronic Questionnaire for Investigation Processing (e-QIP) in the Office of Personnel Management (OPM) automated on-line system.

1. Standard Form 85P (Standard Form 85PS (With supplement to 85P required for armed positions)), "Questionnaire for Public Trust Positions" Form completed on-line and archived by applicant in their OPM e-QIP account.
2. Signature Release Forms (Three total) generated by OPM e-QIP upon completion of Questionnaire (e-signature recommended/acceptable – instructions provided to applicant by OPR-PSU). Completed on-line and archived by applicant in their OPM e-QIP account.
3. Two (2) SF 87 (Rev. March 2013) Fingerprint Cards. **Two Original Cards sent via COR to OPR-PSU**

4. Foreign National Relatives or Associates Statement. (This document sent as an attachment in an e-mail to applicant from OPR-PSU – must be signed and archived into applicant’s OPM e-QIP account prior to electronic “Release” of data via on-line account)
5. DHS 11000-9, “Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act” (This document sent as an attachment in an e-mail to applicant from OPR-PSU – must be signed and archived into applicant’s OPM e-QIP account prior to electronic “Release” of data via on-line account)
6. Optional Form 306 Declaration for Federal Employment (This document sent as an attachment in an e-mail to applicant from OPR-PSU – must be signed and archived into applicant’s OPM e-QIP account prior to electronic “Release” of data via on-line account)
7. Two additional documents may be applicable if applicant was born abroad and/or if work is in a Detention Environment. If applicable, additional form(s) and instructions will be provided to applicant.

Prospective Contractor employees who currently have an adequate, current investigation and security clearance issued by the Department of Defense Central Adjudications Facility (DoD CAF) or by another Federal Agency may not be required to submit a complete security packet. Information on record will be reviewed and considered for use under Contractor Fitness Reciprocity if applicable.

An adequate and current investigation is one where the investigation is not more than five years old, meets the contract risk level requirement, and applicant has not had a break in service of more than two years.

Required information for submission of security packet will be provided by OPR-PSU at the time of award of the contract. Only complete packages will be accepted by the OPR-PSU as notified via the COR.

Be advised that unless an applicant requiring access to sensitive information has resided in the US for three of the past five years, the Government may not be able to complete a satisfactory background investigation. In such cases, DHS retains the right to deem an applicant as ineligible due to insufficient background information.

The use of Non-U.S. citizens, including Lawful Permanent Residents (LPRs), is not permitted in the performance of this contract for any position that involves access to DHS /ICE IT systems and the information contained therein, to include, the development and / or maintenance of DHS/ICE IT systems; or access to information contained in and / or derived from any DHS/ICE IT system.

### **C-20.3 TRANSFERS FROM OTHER DHS CONTRACTS:**

Personnel may transfer from other DHS Contracts provided they have an adequate and current investigation (see above). If the prospective employee does not have an adequate and current investigation an eQip Worksheet will be submitted to the Intake Team to initiate a new investigation.

Transfers will be submitted on the COR Transfer Form which will be provided by OPR-PSU along with other forms and instructions.

### **C-20.4 CONTINUED ELIGIBILITY**

If a prospective employee is found to be ineligible for access to Government facilities or information, the COR will advise the Contractor that the employee shall not continue to work or to be assigned to work under the contract.

The OPR-PSU may require drug screening for probable cause at any time and/or when the contractor independently identifies, circumstances where probable cause exists.

The OPR-PSU will conduct reinvestigations every 5 years, or when derogatory information is received, to evaluate continued eligibility.

ICE reserves the right and prerogative to deny and/or restrict the facility and information access of any Contractor employee whose actions are in conflict with the standards of conduct, 5 CFR 2635, or whom ICE determines to present a risk of compromising sensitive Government information to which he or she would have access under this contract.

### **C-20.5 REQUIRED REPORTS:**

The Contractor will notify OPR-PSU, via the COR, of terminations/resignations of contract employees under the contract within five days of occurrence. The Contractor will return any ICE issued identification cards and building passes, of terminated/ resigned employees to the COR. If an identification card or building pass is not available to be returned, a report must be submitted to the COR, referencing the pass or card number, name of individual to whom issued, the last known location and disposition of the pass or card. The COR will return the identification cards and building passes to the responsible ID Unit.

The Contractor will report any adverse information coming to their attention concerning contract employees under the contract to the OPR-PSU, via the COR, as soon as possible. Reports based on rumor or innuendo should not be made. The subsequent termination of employment of an employee does not obviate the requirement to submit this report. The report shall include the employees' name and social security number, along with the adverse information being reported.

The Contractor will provide, via the COR, a Quarterly Report containing the names of personnel who are active, pending hire, have departed within the quarter or have had a legal name change

(Submitted with documentation) . The list shall include the Name, Position and SSN (Last Four) and should be derived from system(s) used for contractor payroll/voucher processing to ensure accuracy.

CORs will submit reports to [psu-industrial-security@ice.dhs.gov](mailto:psu-industrial-security@ice.dhs.gov)

#### **C-20.6 EMPLOYMENT ELIGIBILITY**

The contractor will agree that each employee working on this contract will successfully pass the DHS Employment Eligibility Verification (E-Verify) program operated by USCIS to establish work authorization.

The E-Verify system, formerly known as the Basic Pilot/Employment Eligibility verification Program, is an Internet-based system operated by DHS USCIS, in partnership with the Social Security Administration (SSA) that allows participating employers to electronically verify the employment eligibility of their newly hired employees. E-Verify represents the best means currently available for employers to verify the work authorization of their employees.

The Contractor must agree that each employee working on this contract will have a Social Security Card issued and approved by the Social Security Administration. The Contractor shall be responsible to the Government for acts and omissions of his own employees and for any Subcontractor(s) and their employees.

Subject to existing law, regulations and/ or other provisions of this contract, illegal or undocumented aliens will not be employed by the Contractor, or with this contract. The Contractor will ensure that this provision is expressly incorporated into any and all Subcontracts or subordinate agreements issued in support of this contract.

#### **C-20.7 SECURITY MANAGEMENT**

The Contractor shall appoint a senior official to act as the Corporate Security Officer. The individual will interface with the OPR-PSU through the COR on all security matters, to include physical, personnel, and protection of all Government information and data accessed by the Contractor.

The COR and the OPR-PSU shall have the right to inspect the procedures, methods, and facilities utilized by the Contractor in complying with the security requirements under this contract. Should the COR determine that the Contractor is not complying with the security requirements of this contract, the Contractor will be informed in writing by the Contracting Officer of the proper action to be taken in order to effect compliance with such requirements.

The following computer security requirements apply to both Department of Homeland Security (DHS) U.S. Immigration and Customs Enforcement (ICE) operations and to the former Immigration and Naturalization Service operations (FINS). These entities are hereafter referred to as the Department.

#### **C-20.8 INFORMATION TECHNOLOGY**

When sensitive government information is processed on Department telecommunications and

automated information systems, the Contractor agrees to provide for the administrative control of sensitive data being processed and to adhere to the procedures governing such data as outlined in *DHS IT Security Program Publication DHS MD 4300.Pub. or its replacement*. Contractor personnel must have favorably adjudicated background investigations commensurate with the defined sensitivity level.

Contractors who fail to comply with Department security policy are subject to having their access to Department IT systems and facilities terminated, whether or not the failure results in criminal prosecution. Any person who improperly discloses sensitive information is subject to criminal and civil penalties and sanctions under a variety of laws (e.g., Privacy Act).

### **C-20.9 INFORMATION TECHNOLOGY SECURITY TRAINING AND OVERSIGHT**

In accordance with Chief Information Office requirements and provisions, all contractor employees accessing Department IT systems or processing DHS sensitive data via an IT system will require an ICE issued/provisioned Personal Identity Verification (PIV) card. Additionally, Information Assurance Awareness Training (IAAT) will be required upon initial access and annually thereafter. IAAT training will be provided by the appropriate component agency of DHS.

Contractors, who are involved with management, use, or operation of any IT systems that handle sensitive information within or under the supervision of the Department, shall receive periodic training at least annually in security awareness and accepted security practices and systems rules of behavior. Department contractors, with significant security responsibilities, shall receive specialized training specific to their security responsibilities annually. The level of training shall be commensurate with the individual's duties and responsibilities and is intended to promote a consistent understanding of the principles and concepts of telecommunications and IT systems security.

All personnel who access Department information systems will be continually evaluated while performing these duties. Supervisors should be aware of any unusual or inappropriate behavior by personnel accessing systems. Any unauthorized access, sharing of passwords, or other questionable security procedures should be reported to the local Security Office or Information System Security Officer (ISSO).

**C-20.1 PRELIMINARY DETERMINATION.** ICE will exercise full control over granting; denying, withholding or terminating unescorted government facility and/or sensitive Government information access for Contractor employees, based upon the results of a background investigation. ICE may, as it deems appropriate, authorize and make a favorable expedited pre-employment determination based on preliminary security checks. The expedited pre-employment determination will allow the employees to commence work temporarily prior to the completion of the full investigation. The granting of a favorable pre-employment determination shall not be considered as assurance that a favorable full employment determination will follow as a result thereof. The granting of a favorable pre-employment determination or a full employment determination shall in no way prevent, preclude, or bar the withdrawal or termination of any such access by ICE, at any time during the term of the contract. No employee of the Contractor shall be allowed to enter on duty and/or access sensitive information or systems



without a favorable preliminary fitness determination or final fitness determination by the Office of Professional Responsibility, Personnel Security Unit (OPR-PSU). No employee of the Contractor shall be allowed unescorted access to a Government facility without a favorable pre-employment determination or full employment determination by the OPR-PSU. Contract employees are processed under the ICE Management Directive 6-8.0. The contractor shall comply with the pre-screening requirements specified in the DHS Special Security Requirement – Contractor Pre-Screening paragraph located in this contract, if HSAR clauses 3052.204-70, Security Requirements for Unclassified Information Technology (IT) Resources; and/or 3052.204-71, Contractor Employee Access are included in the Clause section of this contract.

**C-20.2 BACKGROUND INVESTIGATIONS.** All Contractor personnel, including subcontractor personnel (to include applicants, temporaries, part-time and replacement employees) under the contract, needing access to sensitive information, shall undergo a position sensitivity analysis based on the duties each individual will perform on the contract. The results of the position sensitivity analysis shall identify the appropriate background investigation to be conducted. Background investigations will be processed through the ICE Personnel Security Unit (PSU). Prospective Contractor employees shall submit the following completed forms to the Personnel Security Unit through the COR, no less than 35 days before the starting date of the contract or 5 days prior to the expected entry on duty of any employees, whether a replacement, addition, subcontractor employee, or Contractor :

1. Standard Form 85P “Questionnaire for Public Trust Positions” Form will be submitted via e-QIP (electronic Questionnaires for Investigation Processing) (Original and One Copy)
2. Three signed e-QIP Signature forms: Signature Page, Release of Information and Release of Medical Information (Originals and One Copy)
3. Two FD Form 258, “Fingerprint Card”
4. Foreign National Relatives or Associates Statement (Original and One Copy)
5. DHS 11000-9, “Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act” (Original and One Copy)
6. Optional Form 306 Declaration for Federal Employment (applies to contractors as well) (Original and One Copy)

Prospective Contractor employees who currently have an adequate current investigation and security clearance issued by the Department of Defense Central Adjudications Facility (DoD CAF) or by another Federal Agency may, at the discretion of PSU, not be required to submit complete security packages, and the investigation will be accepted for adjudication under reciprocity.

An adequate and current investigation is one where the investigation is not more than five years old and the subject has not had a break in service of more than two years.

Required forms will be provided by ICE at the time of award of the contract. Only complete packages will be accepted by the OPR PSU. Specific instructions on submission of packages will be provided upon award of the contract.

Be advised that unless an applicant requiring access to sensitive information has resided in the US for three of the past five years, the Government may not be able to complete a satisfactory background investigation. In such cases, DHS retains the right to deem an applicant as ineligible due to insufficient background information.

The use of Non-U.S. citizens, including Lawful Permanent Residents (LPRs), is not permitted in the performance of this contract for any position that involves access to DHS /ICE IT systems and the information contained therein, to include, the development and / or maintenance of DHS/ICE IT systems; or access to information contained in and / or derived from any DHS/ICE IT system.

**C-20.3. TRANSFERS FROM OTHER DHS CONTRACTS.** Personnel may transfer from other DHS Contracts provided they have an adequate and current investigation (see above). If the prospective employee does not have an adequate and current investigation an e-QIP Worksheet will be submitted to the Intake Team to initiate a new investigation.

Transfers will be submitted on the COR Transfer Form which will be provided by the Dallas PSU Office along with other forms and instructions.

**C-20.4. CONTINUED ELIGIBILITY.** If a prospective employee is found to be ineligible for access to Government facilities or information, the COR will advise the Contractor that the employee shall not continue to work or to be assigned to work under the contract.

The OPR PSU may require drug screening for probable cause at any time and/ or when the contractor independently identifies, circumstances where probable cause exists.

The OPR PSU will conduct reinvestigations every 5 years, or when derogatory information is received, to evaluate continued eligibility.

ICE reserves the right and prerogative to deny and/ or restrict the facility and information access of any Contractor employee whose actions are in conflict with the standards of conduct, 5 CFR 2635 and 5 CFR 3801, or whom ICE determines to present a risk of compromising sensitive Government information to which he or she would have access under this contract.

**C-20.5. REQUIRED REPORTS.** The Contractor will notify OPR PSU through the COR, of all terminations/ resignations within five days of occurrence. The Contractor will return any expired ICE issued identification cards and building passes, or those of terminated employees to the COR. If an identification card or building pass is not available to be returned, a report must be submitted to the COR, referencing the pass or card number, name of individual to whom issued, the last known location and disposition of the pass or card. The COR will return the identification cards and building passes to the responsible ID Unit.

The Contractor will report any adverse information coming to their attention concerning contract

employees under the contract to the OPR PSU through the COR, as soon as possible. Reports based on rumor or innuendo should not be made. The subsequent termination of employment of an employee does not obviate the requirement to submit this report. The report shall include the employees' name and social security number, along with the adverse information being reported.

The Contractor will provide, through the COR a Quarterly Report containing the names of personnel who are active, pending hire, have departed within the quarter or have had a legal name change (Submitted with documentation). The list shall include the Name, Position and SSN (Last Four) and should be derived from system(s) used for contractor payroll/voucher processing to ensure accuracy.

Submit reports to the email address [psu-industrial-security@ice.dhs.gov](mailto:psu-industrial-security@ice.dhs.gov)

**C-20.6. EMPLOYMENT ELIGIBILITY.** The Contractor will agree that each employee working on this contract will successfully pass the DHS Employment Eligibility Verification (E-Verify) program operated by USCIS to establish work authorization.

The E-Verify system, formerly known as the Basic Pilot/Employment Eligibility verification Program, is an Internet-based system operated by DHS USCIS, in partnership with the Social Security Administration (SSA) that allows participating employers to electronically verify the employment eligibility of their newly hired employees. E-Verify represents the best means currently available for employers to verify the work authorization of their employees.

The Contractor must agree that each employee working on this contract will have a Social Security Card issued and approved by the Social Security Administration. The Contractor shall be responsible to the Government for acts and omissions of his own employees and for any Subcontractor(s) and their employees.

Subject to existing law, regulations and/or other provisions of this contract, illegal or undocumented aliens will not be employed by the Contractor, or with this contract. The Contractor will ensure that this provision is expressly incorporated into any and all Subcontracts or subordinate agreements issued in support of this contract.

**C-20.7. SECURITY MANAGEMENT.** The Contractor shall appoint a senior official to act as the Corporate Security Officer. The individual will interface with the OPR PSU through the COR on all security matters, to include physical, personnel, and protection of all Government information and data accessed by the Contractor.

The COR and the OPR PSU shall have the right to inspect the procedures, methods, and facilities utilized by the Contractor in complying with the security requirements under this contract. Should the COR determine that the Contractor is not complying with the security requirements of this contract, the Contractor will be informed in writing by the Contracting Officer of the proper action to be taken in order to effect compliance with such requirements.

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**C-20.9. INFORMATION TECHNOLOGY SECURITY TRAINING AND OVERSIGHT.** In accordance with Chief Information Office requirements and provisions, all contractor employees accessing Department IT systems or processing DHS sensitive data via an IT system will require an ICE issued/provisioned Personal Identity Verification (PIV) card. Additionally, Information Assurance Awareness Training (IAAT) will be required upon initial access and annually thereafter. IAAT training will be provided by the appropriate component agency of DHS.

Contractors, who are involved with management, use, or operation of any IT systems that handle sensitive information within or under the supervision of the Department, shall receive periodic training at least annually in security awareness and accepted security practices and systems rules of behavior. Department contractors, with significant security responsibilities, shall receive specialized training specific to their security responsibilities annually. The level of training shall be commensurate with the individual's duties and responsibilities and is intended to promote a consistent understanding of the principles and concepts of telecommunications and IT systems security.

All personnel who access Department information systems will be continually evaluated while performing these duties. Supervisors should be aware of any unusual or inappropriate behavior by personnel accessing systems. Any unauthorized access, sharing of passwords, or other questionable security procedures should be reported to the local Security Office or Information System Security Officer (ISSO).

## **C-21. EMPLOYMENT SCREENING REQUIREMENTS.**

(a) The Contractor shall certify in writing to the Contracting Officer prior to commencement of work, that each employee performing under this Agreement who has access to ICE detainees, has successfully completed an employment screening that includes at a minimum a criminal history records check, employment reference checks, and a citizenship check. Screening criteria that will exclude applicants from consideration to perform under this agreement include:

1. Felony convictions (including felony drug convictions);
2. Conviction of a sex crime;

(b) All authorized overtime, as identified above, must be approved by the Regional Health Service Administrator in advance.

(c) If the Contractor's employee works over forty (40) hours a week for any other reason, other than at the Government's request, the Government will be responsible for payment of the standard rate while the Contractor will be responsible for any overtime premiums owed to its employee.

(d) In computing overtime rates payable under the terms of this contract, the Contractor shall use the employee's hourly basic rate of pay multiplied by 1.5. The basic rate of pay includes employee contributions to fringe benefits, but excludes the Contractor's contributions, costs, or payment of cash equivalents for fringe benefits. Therefore, when calculating overtime rates, do not calculate overtime on overhead, G&A, Profit, etc. Overtime is calculated on the base rate only.

#### **C-26. TIME CLOCK.**

(a) Contractor employees will utilize the government supplied timeclock and timecards, or its ~~each~~ equivalent, each day of work. In order to receive compensation, all contractor employees will be required use the issued timecard to "clock in" when reporting to work and "clock out" when leaving their period of duty. Each contractor employee will also be required to "clock out" for meal breaks and "clock in" upon returning to work. Upon hire, Contractor staff members are provided training by the on-site Technical Monitor on use of the independent government timekeeping system in use at the site timecard and timeclock function. In the event that the timeclock, or its equivalent, is non-operational, the Technical Monitor on-site will manually input the required times on the timecard or otherwise document hours worked. This issue must be reported in writing by email to the technical monitor within 24 hours of occurrence.

(b) The government supplied timecard will be signed and dated by the contract employee and will be presented to the local technical Monitor or their designee weekly.

(c) In order to mitigate the risk of timekeeping technical errors or lost timecards, all Contractor employees will ensure their timecard is placed in a secure area and will not be taken off site.

(d) It is the responsibility of the Contractor employee to secure the government-issued timecard. If the timecard is lost, the contractor will justify the loss in writing within 24 hours of occurrence and submit to the local Technical Monitor via email. The government timekeeping system is how hours worked are verified. If the GTM does not have the data (time cards or equivalent) hours cannot be verified. Exceptions may be granted on a case by case basis by the Contracting Officer.

measurable commitments will be included in the schedule. The Contractor will regularly report status to the COR at periodic meetings and through regular written reports during the transition period. The activities performed during the Transition Term shall begin on the effective date of the Contract.

(c) **Transition Period:** The Contractor will provide a seamless transition from the previous Contractor. New Contractor will have no more than 60 calendar days from contract award date to become fully compliant with all aspects of this contract to include the Statement of Work, Quality Assurance Plan and all deliverables. 100% of the staff listed in **J-1: Site Staffing Matrix**, will complete all prerequisites for employment including fitness determination, credentialing and privileging (as applicable), and be able to invoice the government for professional services for hours worked in the filled positions.

(d) The Transition Plan shall illustrate how the Contractor will provide a seamless transition between the Contractor and the predecessor Contractor to ensure minimal disruption to vital Contractor services and Government activities. The Transition Plan shall address, at a minimum, the following areas:

1. Recruitment, adequate and available staff;
2. Training of new and incumbent employees;
3. Licenses and Permits obtained prior to performance;
4. Insurance obtained prior to performance and in compliance with clause H-5; and
5. Background Investigations; all employees are cleared in accordance with Section C-8.

**C-33. IHSC INVOICING.** Invoicing for hours worked is the last stage of a month long ~~timekeeping process of validating and paying for hours worked by contract staff. The complete process for submitting invoices and providing the corresponding supporting documentation is outlined below. All authorized/security cleared Contractor employees will be included in the month's invoicing. The Contractor will submit 100% accurate invoicing each within 15 calendar days of the end of the preceding month to Consolidation Invoice for processing. Monthly invoices and supporting documentation will be submitted together as one submission separated in three parts. In addition to the requirements noted in G-4: INVOICING /PAYMENT, Contractor shall comply with provide the following process requirements information:~~

1. ~~Part I— Invoice Document (PDF). This document will include Full name of awarded Contractor, address, phone number, date of submission, Identify Performance Period, Invoice number, TIN number, DUNS number, Billed to name and address, Contract number, Order number assigned in Consolidation Invoice, Bank Information for payment. This document must also be signed by the authorized contractor representative as accurate., Direct Labor Categories Separated by: Total Direct Labor Hours/Total Dollars, Total Direct Overtime Labor Hours/Total Dollars, Grand Total Labor Hours/Total Dollars. This document must also be signed by the authorized contractor representative as accurate.~~

2. ~~Part II— Hours Worked Site Monthly Summary (PDF)— Contractor will provide the local government technical monitor a monthly summary of staff hours worked by site location. The~~

report will include the position code, labor category, employee name. The report will break down for each employee the hours worked by each labor category rate. The report will also include any overtime hours incurred with a subcategory for overtime hours billable to the government. The report will also include On-Call hours and phone call hours as applicable. Each page of the "Hours Worked Monthly Summary" will be reviewed, signed/dated by each sites technical monitor (if accurate and no corrections need to be made) and sent back to contractor for submission with the invoice. If corrections need to be made the GTM with work with the Contract Coordinator until the document is accurately reconciled.

Step 1 - Documenting<sup>3</sup>. Part III – Time Sheets (PDF) – For any contract staff incurring overtime the Contractor must submit the corresponding time sheets and the email documentation supporting overtime approval. Contractor Hours Worked

1. Each contractor is required to utilize the government independent timekeeping system in place at each site to record hours worked by clocking in at the beginning of shift, clocking out for their break, clocking in at the end of their break and clocking out at their end of shift.
2. For sites where the government independent timekeeping system requires a punch card recording system, each contractor is required to complete an e-Timesheet (attached) and submit to their Government Technical Monitor no later than the first day of the following month. When completing the e-Timesheets contractors **should only** account for the **"Seven Minute Rule"** and Authorized and Verified time.
  - a. Authorized Time – Time staff were scheduled to work or time worked outside of the posted schedule whereby written approval received by the GTM to work.
  - b. Verified Time – Time that is documented by the government timekeeping system or that is documented as authorized by the GTM.

Step 2 – Hours Worked List

1. The vendor will produce an Hours Worked List (in Microsoft Excel) of only the contract staff for which they intend to invoice the government for each month, and send the list to the COR's individual email box.
2. The Hours Worked list (in Microsoft Excel) will consist of six columns and will be formatted to fit the specific criteria outlined below.
  - a. Column A - Site Name – The site names must exactly match as indicated here:
    1. Alexandria
    2. Berks
    3. Buffalo
    4. Dilley
    5. El Paso
    6. Elizabeth
    7. Eloy
    8. Florence
    9. Houston
    10. Jena

11. Krome
12. LA Staging
13. Pearsall
14. Port Isabel
15. San Diego
16. Santa Ana
17. Stewart
18. Tacoma
19. Taylor
20. Varick
21. Washington
22. York

- b. Column B - Position Code – Use established position codes provided by the CORs. Any number in a position code less than 10 must be represented by two digits. For example, 1=01, 2=02, 3=03, etc. Please see the attached document “Hours Worked-Formatting Example” for examples on how to format position codes. Ensure there are no duplicates for position codes with the exception of:
    - i. Two people utilizing the same position code because one was terminated or resigned and another person worked during the same invoice period under the position code.
    - ii. A conversion occurred in the same invoice period.
  - c. Column C - Labor Category – The labor categories must follow the exact format as listed in the attached document “Hours Worked-Formatting Example”.
  - d. Column D - Employee Name – “Last Name, First Name”.
  - e. Column E - Month – Invoice Month – Spell out the full name of the month.
  - f. Column F - Year – Use four digits when representing the year ex. 2018.
3. The Hours Worked List will be provided to the CORs via their individual email boxes on the 5<sup>th</sup> business day of each month for the previous month’s hours worked.

### Step 3 – Hours Worked Verification Report

1. The GTMs will verify hours worked submitted via the e-Timesheet based on the time clock punch cards or its equivalent for all contract staff listed in the Hours Worked list.
2. By the 13<sup>th</sup> business day of the month following the invoiced period of performance, the COR(s) will submit to the vendor (in excel and PDF format), an Hours Worked Verification Report which contains the hours worked that the government can verify and support for invoice payment based on the independent government timekeeping system. The Hours Worked Verification Report will provide the additional information:
  - a. Regular Hours
  - b. Overtime Hours
  - c. OT Billable to the Gov.
  - d. On-Call Hours
  - e. Phone Call Hours
  - f. Verified By (the name listed here is the GTM that verified the hours worked).



g. Comments

3. The vendor will review and reconcile the PDF and promptly notify the CORs of any errors or discrepancies. The vendor and the CORs shall reconcile the Hours Worked Verification Report prior to submission of an invoice.

Step 4 – Invoice Submission

The monthly invoice will include the invoice and corresponding supporting documentation. The invoice has two parts, an invoice cover page and the hours worked.

1. Invoice Cover Page. (PDF). This cover page document will include full name of awarded Contractor, address, phone number, date of submission, identify performance period, invoice number, TIN number, DUNS number, billed to name and address, contract number, order number assigned in Consolidation Invoice and bank information for payment. This document must also be signed by the authorized contractor representative as 100% true and accurate.
2. Hours Worked. The hours worked section of the monthly invoice will be structured accordingly: hours worked will be reported by IHSC site with each site containing the following subcategories: Regular Hours, Overtime Hours and On-Call/Phone Call Hours.

The Regular Hours section is further divided by Direct Labor and Current Period. The Direct Labor section includes subcategories: Labor Category and Employee Name (Last, First). The Current Period section includes subcategories: Labor Hours, Bill Rate and Total Charges. The list of staff for each section will be grouped according to labor category

The Overtime Hours section is further divided by Direct Labor and Current Period. The Direct Labor section includes subcategories: Labor Category and Employee Name (Last, First). The Current Period section includes subcategories: Labor Hours, Bill Rate and Total Charges.

The On-Call/Phone Call Hours section is further divided by Direct Labor and Current Period. The Direct Labor section includes subcategories: Labor Category and Employee Name (Last, First). The Current Period section includes subcategories: Labor Hours, Bill Rate and Total Charges.

Regular Hours, Overtime Hours and On-Call/Phone-Call Hours will have subtotals for each and a grand total will be provided for each individual site.

3. Supporting Documentation - Hours Worked Verification Report (PDF) - Contractor will provide, along with the invoice, the Hours Worked Verification Report. This document will be provided to the contractor by the CORs monthly by the 13<sup>th</sup> business day of each month.

4. The vendor's submission of the invoice with the supporting documentation (Hours Worked Verification Report) constitutes as acceptance of the document by the vendor as true and accurate, except to any discrepancies or errors which the vendor raises within 30 days. In this regard, the vendor will have 30 days from the date of the official notification that the Government submitted the invoice for payment to identify and notify the CORs of any ambiguities/discrepancies that the vendor determines to be in the Hours Worked Verification Report. Any ambiguities/discrepancies received within the 30 days will be handled on a case-by-case basis and will be corrected on the next available invoice submitted. The Contractor releases the Government of any liability for ambiguities/discrepancies raised after 30 days from the date the Government processes the invoice for payment.

#### Invoice Rejection

When an invoice is rejected by the program office the vendor will resubmit to Invoice Consolidation the corrected invoice and corresponding supporting documentation with a new and unique invoice number after having corrected any issues identified by the program office.

### **C-34. GLOSSARY.**

#### **FOR ICE Health Service Corps (IHSC) DIRECTIVES AND GUIDES**

**Acute** – Acute refers to a health effect, usually of rapid onset, brief, not prolonged. (IHSC Operational Definition)

**Acute Care** – Acute care generally is provided for a short duration to treat a serious injury or episode of illness or following surgery. The care may be provided in an inpatient setting such as a hospital or on an outpatient basis such as in an urgent care center. (American Health Lawyers Association)

**Administrative Health Authority** – The administrative health authority is responsible for all access to care, personnel, equipment and fiscal resources to support the delivery of health care services.

**Administrative Support Staff** – For IHSC purposes, this includes Medical Record Technicians (MRTs), Administrative Assistants, Special Assistants and Executive Assistants in IHSC-staffed clinics or at HQ. (IHSC Operational Definition)

**Admission/Admissions Process** – Admissions is the in-processing of newly arrived residents, which includes an orientation to the policies, programs, rules and procedures of the facility. Assignment of living quarters, various inspections, medical intake screening (includes dental and behavioral health) and safeguarding of funds, valuables and other personal property is completed during this process. (PBNDS 2011 Glossary)

- h. All problems, potential disagreements or controversy, both oral and in writing regarding the status of the contract and performance of its requirements.

(c) **Government Technical Monitor (GTM):** The CO may appoint a Government Technical Monitor (GTM) to assist the COR in monitoring a Contractor's performance. A GTM shall be a U.S. Government employee.

**G-4. INVOICES/PAYMENTS.** ~~Time sheets for all staff during the invoice period whereby overtime is incurred must be included in addition to the pre-approval documentation for any invoiced OT.~~ All travel that is invoiced must also include all required documentation as per FTR. Service Providers/Contractors shall use these procedures when submitting an invoice.

1. Invoice Submission: Invoices shall be submitted in a .pdf format on a monthly basis via email to:

Invoice.Consolidation@ice.dhs.gov

Each email shall contain only one (1) invoice and the subject line of the email will annotate the invoice number. The emailed invoice shall include the "bill to" address shown below:

DHS, ICE  
Financial Operations - Burlington  
P.O. Box 1620  
ATTN: ICE-ERO/FOD-BTV  
Williston, VT 05495-1620

Note: the Service Provider's or Contractor's Dunn and Bradstreet (D&B) DUNS Number must be registered in the System for Award Management (SAM) at <https://www.sam.gov> prior to award and shall be notated on every invoice submitted to ensure prompt payment provisions are met. The ICE program office identified in the contract shall also be notated on every invoice.

2. Content of Invoices: Each invoice submission shall contain the following information:

(i) Name and address of the Service Provider/Contractor. Note: the name, address and DUNS number on the invoice MUST match the information in both the Contract/Agreement and the information in the SAM. If payment is remitted to another entity, the name, address and DUNS information of that entity must also be provided which will require Government verification before payment can be processed;

(ii) Dunn and Bradstreet (D&B) DUNS Number;

(iii) Invoice date and invoice number;

(iv) Contract number, contract line item number and, if applicable, the order number;

(v) Description, quantity, unit of measure, unit price and extended price of the items delivered;

**STG International, Inc.**  
**IHSC Staffing Model and Bill Rates**  
**70CDCR18C0000003**

POSITION	STATE	BASE CONTRACTUAL FTES	ADJUSTMENT P00004	P0004 CONTRACTUAL FTES	ANNUAL MAXIMUM HOURS	BASE - BILL RATE
<b>ALEXANDRIA STAGING FACILITY (AX)</b>						
Administrative Assistant	LA	(b)(4)			2,080	\$(b)(4)
APP - Nurse Practitioner / Physicians Assistant	LA				2,080	\$
BHP - Social Worker / Psychologist	LA				2,080	\$
Contract Coordinator	LA				2,080	\$
Licensed Vocational/Practical Nurse	LA				2,080	\$
Medical Records Technician	LA				2,080	\$
Pharmacist	LA				2,080	\$
Pharmacy Technician	LA				2,080	\$
Radiology Technician	LA				2,080	\$
Registered Nurse	LA				2,080	\$
<i>Subtotal</i>						
<b>BERKS COUNTY FAMILY RESIDENTIAL SHELTER (BE)</b>						
Administrative Assistant	PA				2,080	\$
APP - Nurse Practitioner / Physicians Assistant	PA				2,080	\$
BHP - Social Worker / Psychologist	PA				2,080	\$
Contract Coordinator (Shared with York)	PA				2,080	\$
Licensed Vocational/Practical Nurse	PA				2,080	\$
Medical Records Technician	PA				2,080	\$
Registered Nurse	PA				2,080	\$
<i>Subtotal</i>						
<b>BUFFALO FEDERAL DETENTION FACILITY (BU)</b>						
Administrative Assistant	NY				2,080	\$
APP - Nurse Practitioner / Physicians Assistant	NY				2,080	\$
APP - Nurse Practitioner / Physicians Assistant -Part Time	NY				1,040	\$
BHP -Social Worker / Psychologist	NY				2,080	\$
Contract Coordinator	NY				2,080	\$
Dental Assistant	NY				2,080	\$
Dentist	NY				2,080	\$
Licensed Vocational/Practical Nurse	NY				2,080	\$
Medical Records Technician	NY				2,080	\$
Pharmacy Technician	NY				2,080	\$
Psychiatrist- Part Time	NY				1,040	\$
Registered Nurse	NY				2,080	\$
<i>Subtotal</i>						
<b>CAROLINE COUNTY DETENTION CENTER (CA)</b>						
Administrative Assistant	VA				2,080	\$
APP - Nurse Practitioner / Physicians Assistant	VA				2,080	\$
BHP -Social Worker / Psychologist	VA				2,080	\$
Contract Coordinator	VA				2,080	\$
Dental Assistant	VA				2,080	\$
Dentist - Part Time	VA				1,040	\$
Licensed Vocational/Practical Nurse	VA				2,080	\$
Medical Records Technician	VA				2,080	\$
Pharmacist	VA				2,080	\$
Pharmacy Technician	VA				2,080	\$
Physician	VA				2,080	\$
Psychiatrist- Part Time	VA				1,040	\$
Registered Nurse	VA				2,080	\$
<i>Subtotal</i>						
<b>CIBOLA COUNTY CORRECTIONAL CENTER (CI)</b>						
Custody Resource Coordinator	NM				2080	\$
<i>Subtotal</i>						
<b>DILLEY - STFRC (DY)</b>						
Administrative Assistant	TX				2,080	\$
APP - Family Nurse Practitioner/Physician Assistant	TX				2,080	\$
APP - Nurse Practitioner-Pediatric-Immunizations	TX				2,080	\$
BHP - Social Worker / Psychologist	TX				2,080	\$
Certified Medical Assistant-Immunization	TX				2,080	\$
Clinical Services Manager	TX				2,080	\$
Contract Coordinator	TX				2,080	\$
Dental Assistant	TX				2,080	\$
Dentist	TX				2,080	\$
Dental Hygienist	TX				2,080	\$
Family Practice Physician/Pediatrician	TX				2,080	\$
Licensed Vocational Nurse	TX				2,080	\$
Licensed Vocational Nurse-S	TX				2,080	\$
Licensed Vocational Nurse-Immunization-S	TX				2,080	\$
Medical Records Technician	TX				2,080	\$
Nurse Manager	TX				2,080	\$
Pediatrician	TX				2,080	\$
Pharmacist	TX				2,080	\$
Psychiatrist	TX				2,080	\$
Pharmacy Technician	TX				2,080	\$
<b>Registered Nurse</b>	<b>TX</b>				<b>2,080</b>	<b>\$</b>
Registered Nurse-S	TX				2,080	\$
Radiology Technician	TX				2,080	\$
Registered Nurse-Immunizations	TX				2,080	\$
<i>Subtotal</i>						

<b>EL PASO ICE MEDICAL REFERRAL CENTER (EP)</b>						
Administrative Assistant	TX	(b)(4)			2,080	\$ (b)(4)
APP - Nurse Practitioner / Physicians Assistant	TX				2,080	\$
APP - Nurse Practitioner - Mental Health	TX				2,080	\$
BHP - Social Worker/Psychologist	TX				2,080	\$
Contract Coordinator	TX				2,080	\$
Dental Assistant	TX				2,080	\$
Dentist	TX				2,080	\$
Licensed Vocational/Practical Nurse	TX				2,080	\$
Medical Records Technician	TX				2,080	\$
Pharmacist	TX				2,080	\$
Pharmacy Technician	TX				2,080	\$
Physician	TX				2,080	\$
Physician - Part Time	TX				1,040	\$
Psychiatrist	TX				2,080	\$
Radiology Technician	TX				2,080	\$
Registered Nurse					2,080	\$
<i>Subtotal</i>						
<b>ELIZABETH ICE MEDICAL FACILITY (ET)</b>						
Administrative Assistant	NJ				2,080	\$
APP - Nurse Practitioner / Physicians Assistant	NJ				2,080	\$
Contract Coordinator (Shared with Varick)	NJ				2,080	\$
Licensed Vocational/Practical Nurse	NJ				2,080	\$
Physician	NJ				2,080	\$
Psychiatrist- Part Time	NJ				1,040	\$
Registered Nurse	NJ				2,080	\$
<i>Subtotal</i>						
<b>ELOY ICE MEDICAL FACILITY (EY)</b>						
Administrative Assistant	AZ				2,080	\$
APP - Nurse Practitioner / Physicians Assistant	AZ				2,080	\$
BHP - Social Worker / Psychologist	AZ				2,080	\$
Contract Coordinator	AZ				2,080	\$
Dental Assistant	AZ				2,080	\$
Dentist	AZ				2,080	\$
Licensed Vocational/Practical Nurse	AZ				2,080	\$
Medical Records Technician	AZ				2,080	\$
Pharmacist (Part-Time)	AZ				2,080	\$
Pharmacy Technician	AZ				2,080	\$
Psychiatrist	AZ				2,080	\$
Psychiatrist- Part Time	AZ				1,040	\$
Physician	AZ				2,080	\$
Radiology Technician	AZ				2,080	\$
Registered Nurse	AZ				2,080	\$
<i>Subtotal</i>						
<b>FLORENCE ICE MEDICAL FACILITY (FL)</b>						
Administrative Assistant	AZ				2,080	\$
APP - Nurse Practitioner / Physicians Assistant	AZ				2,080	\$
BHP - Social Worker / Psychologist	AZ				2,080	\$
Contract Coordinator	AZ				2,080	\$
Licensed Vocational/Practical Nurse	AZ				2,080	\$
Medical Records Technician	AZ				2,080	\$
Pharmacy Technician	AZ				2,080	\$
Physician	AZ				2,080	\$
Psychiatrist- Part Time	AZ				1,040	\$
Radiology Technician	AZ				2,080	\$
Registered Nurse	AZ				2,080	\$
<i>Subtotal</i>						
<b>HOUSTON - CCA HOUSTON CDF (HN)</b>						
Administrative Assistant	TX				2,080	\$
APP - Nurse Practitioner / Physicians Assistant	TX				2,080	\$
BHP - Social Worker / Psychologist	TX				2,080	\$
Contract Coordinator	TX				2,080	\$
Dental Assistant	TX				2,080	\$
Licensed Vocational/Practical Nurse	TX				2,080	\$
Medical Records Technician	TX				2,080	\$
Pharmacist	TX				2,080	\$
Pharmacy Technician	TX				2,080	\$
Physician	TX				2,080	\$
Psychiatrist	TX				2,080	\$
Radiology Technician	TX				2,080	\$
Registered Nurse	TX				2,080	\$
<i>Subtotal</i>						
<b>JENA ICE DETENTION FACILITY (JE)</b>						
Administrative Assistant	LA				2,080	\$
APP - Nurse Practitioner / Physicians Assistant	LA				2,080	\$
APP - Nurse Practitioner - Mental Health	LA				2,080	\$
BHP - Social Worker / Psychologist	LA				2,080	\$
Contract Coordinator	LA				2,080	\$
Dental Assistant	LA				2,080	\$
Licensed Vocational/Practical Nurse	LA				2,080	\$
Medical Records Technician	LA				2,080	\$
Pharmacist	LA				2,080	\$
Pharmacy Technician	LA				2,080	\$
Physician	LA				2,080	\$
Psychiatrist	LA				2,080	\$
Radiology Technician	LA				2,080	\$
Registered Nurse	LA				2,080	\$
<i>Subtotal</i>						

<b>JOE CORLEY DETENTION CENTER (CO)</b>					
Custody Resource Coordinator	TX	(b)(4)	2,080	\$	(b)(4)
<i>Subtotal</i>					
<b>KROME ICE MEDICAL REFERRAL CENTER (KR)</b>					
Administrative Assistant	FL		2,080	\$	
APP - Nurse Practitioner / Physicians Assistant	FL		2,080	\$	
BHP - Social Worker / Psychologist	FL		2,080	\$	
Contract Coordinator	FL		2,080	\$	
Licensed Vocational/Practical Nurse	FL		2,080	\$	
Medical Records Technician	FL		2,080	\$	
Pharmacy Technician	FL		2,080	\$	
Physician	FL		2,080	\$	
Psychiatric-Mental Health Registered Nurse	FL		2,080	\$	
Psychiatrist	FL		2,080	\$	
Radiology Technician	FL		2,080	\$	
Registered Nurse	FL		2,080	\$	
<i>Subtotal</i>					
<b>LOS ANGELES STAGING (LA)</b>					
Administrative Assistant	CA		2,080	\$	
Contract Coordinator (Shared with Santa Ana)	CA		2,080	\$	
Licensed Vocational/Practical Nurse	CA		2,080	\$	
Medical Records Technician	CA		2,080	\$	
Registered Nurse	CA		2,080	\$	
<i>Subtotal</i>					
<b>MONTGOMERY PROCESSING CENTER (MN)</b>					
Administrative Assistant	TX		2,080	\$	
APP - Nurse Practitioner / Physicians Assistant	TX		2,080	\$	
BHP - Social Worker / Psychologist	TX		2,080	\$	
Contract Coordinator	TX		2,080	\$	
Dental Assistant	TX		2,080	\$	
Dentist			2,080	\$	
Licensed Vocational/Practical Nurse	TX		2,080	\$	
Medical Records Technician	TX		2,080	\$	
Pharmacist	TX		2,080	\$	
Pharmacy Technician	TX		2,080	\$	
Physician	TX		2,080	\$	
Psychiatrist	TX		2,080	\$	
Radiology Technician	TX		2,080	\$	
Registered Nurse	TX		2,080	\$	
<i>Subtotal</i>					
<b>PEARSALL SOUTH TEXAS DETENTION COMPLEX (PE)</b>					
Administrative Assistant	TX		2,080	\$	
APP - Nurse Practitioner / Physicians Assistant	TX		2,080	\$	
BHP - Social Worker / Psychologist	TX		2,080	\$	
Contract Coordinator	TX		2,080	\$	
Dental Assistant	TX		2,080	\$	
Dentist - Part Time	TX		1,040	\$	
Licensed Vocational/Practical Nurse	TX		2,080	\$	
Medical Records Technician	TX		2,080	\$	
Pharmacist - Part Time	TX		1,040	\$	
Pharmacy Technician	TX		2,080	\$	
Physician	TX		2,080	\$	
Psychiatrist	TX		2,080	\$	
Radiology Technician	TX		2,080	\$	
Registered Nurse	TX		2,080	\$	
<i>Subtotal</i>					
<b>PORT ISABEL ICE MEDICAL FACILITY (PI)</b>					
Administrative Assistant	TX		2,080	\$	
APP - Nurse Practitioner / Physicians Assistant	TX		2,080	\$	
BHP - Social Worker / Psychologist	TX		2,080	\$	
Certified Nurses Assistant	TX		2,080	\$	
Contract Coordinator	TX		2,080	\$	
Dental Assistant	TX		2,080	\$	
Licensed Vocational/Practical Nurse	TX		2,080	\$	
Medical Records Technician	TX		2,080	\$	
Pharmacist - Part Time	TX		1,040	\$	
Pharmacy Technician	TX		2,080	\$	
Physician	TX		2,080	\$	
Psychiatrist	TX		2,080	\$	
Radiology Technician	TX		2,080	\$	
Registered Nurse	TX		2,080	\$	
<i>Subtotal</i>					
<b>SAN DIEGO ICE MEDICAL REFERRAL CENTER (SD)</b>					
Administrative Assistant	CA		2,080	\$	
APP - Nurse Practitioner / Physicians Assistant	CA		2,080	\$	
BHP - Social Worker / Psychologist	CA		2,080	\$	
Contract Coordinator	CA		2,080	\$	
Dental Assistant	CA		2,080	\$	
Licensed Vocational/Practical Nurse	CA		2,080	\$	
Medical Records Technician	CA		2,080	\$	
Pharmacy Technician	CA		2,080	\$	
Physician	CA		2,080	\$	
Psychiatric-Mental Health Registered Nurse	CA		2,080	\$	
Psychiatrist	CA		2,080	\$	
Radiology Technician	CA		2,080	\$	
Registered Nurse	CA		2,080	\$	
<i>Subtotal</i>					
<b>SANTA ANA ICE STAGING FACILITY (SA)</b>					

Administrative Assistant	CA	(b)(4)	2,080	\$	(b)(4)
Contract Coordinator (Shared with LA Staging)	CA		2,080	\$	
Licensed Vocational/Practical Nurse	CA		2,080	\$	
Registered Nurse	CA		2,080	\$	
<i>Subtotal</i>					
<b>STEWART ICE MEDICAL FACILITY (ST)</b>					
Administrative Assistant	GA		2,080	\$	
APP - Nurse Practitioner / Physicians Assistant	GA		2,080	\$	
BHP - Social Worker / Psychologist	GA		2,080	\$	
Contract Coordinator	GA		2,080	\$	
Dental Assistant	GA		2,080	\$	
Dentist	GA		2,080	\$	
Licensed Vocational/Practical Nurse	GA		2,080	\$	
Medical Records Technician	GA		2,080	\$	
Pharmacy Technician	GA		2,080	\$	
Physician	GA		2,080	\$	
Psychiatrist	GA		2,080	\$	
Registered Nurse	GA		2,080	\$	
<i>Subtotal</i>					
<b>TACOMA NORTHWEST DETENTION FACILITY (TC)</b>					
Administrative Assistant	WA		2,080	\$	
APP - Nurse Practitioner / Physicians Assistant	WA		2,080	\$	
BHP - Social Worker / Psychologist	WA		2,080	\$	
Contract Coordinator	WA		2,080	\$	
Dental Assistant	WA		2,080	\$	
Dentist - Part Time	WA		1,040	\$	
Licensed Vocational/Practical Nurse	WA		2,080	\$	
Medical Records Technician	WA		2,080	\$	
Pharmacy Technician	WA		2,080	\$	
Physician	WA		2,080	\$	
Psychiatrist	WA		2,080	\$	
Psychiatrist- Part Time	WA		1,040	\$	
Radiology Technician	WA		2,080	\$	
Registered Nurse	WA		2,080	\$	
<i>Subtotal</i>					
<b>TAYLOR ICE MEDICAL FACILITY (TR)</b>					
Administrative Assistant	TX		2,080	\$	
APP - Nurse Practitioner / Physicians Assistant	TX		2,080	\$	
BHP - Social Worker / Psychologist	TX		2,080	\$	
Contract Coordinator	TX		2,080	\$	
Dental Assistant	TX		2,080	\$	
Licensed Vocational/Practical Nurse	TX		2,080	\$	
Medical Records Technician	TX		2,080	\$	
Pharmacy Technician	TX		2,080	\$	
Physician	TX		2,080	\$	
Psychiatrist	TX		2,080	\$	
Registered Nurse	TX		2,080	\$	
<i>Subtotal</i>					
<b>VARICK ICE STAGING FACILITY (VK)</b>					
Administrative Assistant	NY		2,080	\$	
Contract Coordinator (Shared with Elizabeth)	NY		2,080	\$	
Registered Nurse	NY		2,080	\$	
<i>Subtotal</i>					
<b>WASHINGTON DC HEADQUARTERS (HQ)</b>					
Behavioral Health Clinical Consultant	DC		2,000	\$	
BHP - Social Worker	DC		2,000	\$	
Contract Coordinator	DC		2,080	\$	
Compliance Monitoring Specialist	DC		2,000	\$	
COR Assistant (@ Taylor)	TX		2,080	\$	
Credentialing Assistant	DC		2,000	\$	
Executive A.A.- Accounts Manager	DC		2,000	\$	
Executive A.A.- Mgmt. Analyst	DC		2,000	\$	
Executive A.A. - Program Assistant	DC		2,000	\$	
Health Informatics Analyst	DC		2,000	\$	
Health Information Data Specialist	DC		2,000	\$	
Health Information Management Technician (@Jena)	LA		2,000	\$	
Health Information Management Technician (@Stewart)	GA		2,000	\$	
Provider Relations	DC		2,000	\$	
Public Health Analyst (@ San Diego)	CA		2,080	\$	
OutpatientCode Reviewer and Document Specialist	DC		2,000	\$	
Registered Nurse Risk Manager	DC		2,000	\$	
<i>Subtotal</i>					
<b>YORK TRANSFER OPERATIONS PROGRAM (YK)</b>					
Contract Coordinator (Shared with Berks)	PA		2,080	\$	
Licensed Vocational/Practical Nurse	PA		2,080	\$	
Medical Records Technician	PA		2,080	\$	
Registered Nurse	PA		2,080	\$	
<i>Subtotal</i>					
<b>GRAND TOTAL</b>					