SOLICITATION/CONTRACT

Deartment of Homeland Security
70 Kimball Avenue
South Burlington VT 05403

Department of Homeland Security
Citizenship & Immigration Services
Verifications Division
470 L'Enfant Plaza East, SW
7th Floor, Suite 7112
Washington, DC 20024-3323

MAYA ADVERTISING AND COMMUNICATIONS INC.
1026 33RD STREET NW
SUITE 205
WASHINGTON DC 20007-3319

DUNS Number: 9261461700000

CONTAINS PERFORMANCE OF MARKETING & ADVERTISING CAMPAIGN SERVICES FOR THE USCIS VERIFICATION DIVISION IN SUPPORT OF THE E-VERIFY PROGRAM.

Please reference the attached Performance Work Statement.

USCIS Point of Contact:
Alexandra Grammer, 202

(Use Reverse and/or affix Additional Sheets as Necessary)

STATIONERY AND STAMPING MATERIAL

ITEM NO.

NOTICE OF REQUIREMENTS

29 ACCOUNTING AND APPROVAL DATA

$3,000,000.00

SCHEDULE

1. CONTRACTOR PURCHASED ORDERS INCORPORATED BY REFERENCE IN PAR 210-12 ARE ATTACHED ADDENDA.
2. CONTRACTOR PURCHASED ORDERS INCORPORATED BY REFERENCE IN PAR 210-12 ARE ATTACHED ADDENDA.
3. OFFER OR OFFER ON SOLICITATION OR OOR IS NOT ATTACHED.
4. OFFER OR OFFER ON SOLICITATION OR OOR IS NOT ATTACHED.
5. OFFER OR OFFER ON SOLICITATION OR OOR IS NOT ATTACHED.
6. OFFER OR OFFER ON SOLICITATION OR OOR IS NOT ATTACHED.

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS VERSION IS NOT USEABLE

[Signature]
[Date]

[Signature]
[Date]

[Stamp]
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>Labor (Estimated, Not-to-Exceed)</td>
<td>(b)(4)</td>
</tr>
<tr>
<td>0002</td>
<td>Media Buy (Estimated, Not-to-Exceed)</td>
<td>Obligated Amount</td>
</tr>
<tr>
<td>0003</td>
<td>Travel (Estimated, Not-to-Exceed)</td>
<td>Obligated Amount</td>
</tr>
<tr>
<td>0004</td>
<td>Other Direct Costs (Estimated, Not-to-Exceed)</td>
<td>Including printing, transportation, displays, etc.</td>
</tr>
</tbody>
</table>

**Notes:**
- (b)(4) indicates information that is protected under the Freedom of Information Act (FOIA) and is not publicly disclosed.
- The table above provides a structured format for tracking various costs associated with a project or contract.
<table>
<thead>
<tr>
<th>Item No. (A)</th>
<th>Description</th>
<th>Units (B)</th>
<th>Quantity (C)</th>
<th>Unit Price (D)</th>
<th>Amount (E)</th>
</tr>
</thead>
</table>

**Obligated Amount**

THIS CONTRACT SUPersedes BRRCCO-07-C-00005. PLEASE USE THIS NEW CONTRACT NUMBER INDICATED IN BLOCK 82 ON ALL INVOICES FOR SERVICES UNDER THIS NEW CONTRACT.

The Government will reimburse the vendor monthly, in arrears based on a properly submitted invoice for services rendered.

**FAR 52.252-2 Clauses Incorporated By Reference**
(Pub 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will provide a full text for any clauses not available. The full text of a clause may be accessed electronically at this address:
http://www.acost.gov/far.

**FAR CLAUSE 52.212-4, Contract Terms and Conditions-Commercial Items (Feb 2003)** is hereby incorporated by reference.

**FAR CLAUSE 52.212-5, Contract Terms and Conditions-Commercial Items (Dec 2007)** is attached in full text with selected clauses incorporated therein by reference.

The contractor shall not accept any instruction that would result in any change to the supplies/services herein by any entity other than the issuing office's contracting officer.

All vendor warranties, explicit or implicit, pertaining to the items or services identified on this order are incorporated as a part of this order.

**Order Inquiries:**

Direct payment inquiries to the individual in Block 83 of this order, then to
USCIS-PM-Support-PDrs.gov

Vendor: Your Taxpayer Identification Number continued ...
A/TAX is required on all invoice documents submitted to DNS/CIB for payment to be processed.

The total amount of award: $3,000,000.00. The obligation for this award is shown in box 26.
(1) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (JUN 2005) (if the offerer elects to waive the preference, it shall so indicate in its offer) (15 U.S.C. 657b).
(4) [Reserved]
(24) 52.219-8, Utilization of Small Business Concerns (May 2004) (15 U.S.C. 677(b) and (7)).
(26) 52.219-8, Small Business Subcontracting Plan (APR 2002) (15 U.S.C. 637(c)).
(34) 52.219-10, Limitations on Subcontracting (Oct 1998) (15 U.S.C. 637(b)(2)).
(35) 52.219-14, Liquidated Damages—Subcontracting Plan (Jan 1999) (15 U.S.C. 637(b)(1)(F)).
(43) 52.219-21, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns (Sep 2005) (15 U.S.C. 2323) (if the offerer elects to waive the adjustment, it shall so indicate in its offer).
(49) 52.219-28, Post Award Small Business Program Reconfiguration (June 2003) (15 U.S.C. 637a(c)).
(50) 52.222-3, Convict Labor (JUNE 2003) (E.O. 11250).
(51) 52.222-14, Child Labor—Cooperation with Authorities and Remedies (Pres Dec 2000) (E.O. 13126).
(52) 52.222-21, Prohibition of Segregated Facilities (Pres 1993).

52.219-5.

FAC 2005-26 JUNE 12, 2008

SUBPART 52.2 TEXT OF PROVISIONS AND CATEGORIES

52.219-5 Contract Terms and Conditions Required to Implement Statutes or Executive Orders—Commercial Items

As prescribed in 12.201(a)(4), insert the following clause:

CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS—COMMERCIAL ITEMS (July 2003)

(a) The Contractor shall comply with the following Federal Acquisition Regulations (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

3. The Contractor shall comply with the FAR clauses in this paragraph (a) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

[Contracting Officer, insert as appropriate]

appeals under the dispute climate or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(4)(i) Notwithstanding the requirements of the clause in paragraphs (a), (b), (c), and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in paragraphs (j) through (vi) of this paragraph in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause—

(1) 52.219-8, Utilization of Small Business Concerns (May 2004)(15 U.S.C. 637(g)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds $50,000 ($1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower-tier subcontracts that offer subcontracting opportunities.

(2) 52.222-2, Equal Opportunity (May 2007) (E.O. 11246).


(v) 52.227-19, Notification of Employee Rights Concerning Payment of Union Dues or Fees (Dec. 2004) (E.O. 13207).


(vii) 52.222-20, Combating Trafficking in Persons (Aug 2007) (22 U.S.C. 7164(x)). Flow down required in accordance with paragraph (i) of FAR clause 52.222-20.


(x) 52.247-44, Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2004) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-44.
8(a) Partnership Agreement

This contract is entered into between the U.S. Small Business Administration (SBA) (Prime Contractor) and the 8(a) Participant (Subcontractor) and the Department of Homeland Security (DHS), U.S. Citizenship & Immigration Services (USCIS).

The 8(a) Partnership Agreement (PA), dated January 31, 2007, issued between the SBA and DHS delegates the authority to make direct award of the contract to the 8(a) participant once the requirement has been offered and accepted by the SBA. The DHS USCIS Contracting Officer will retain contract administration.

S2.219-71 Section 8(a) Direct Awards (Deviation) (November 2005)

(a) This contract is issued as a direct award between the contracting activity and the 8(a) contractor pursuant to a Partnership Agreement between the Small Business Administration (SBA) and the Department of Homeland Security (DHS). SBA retains responsibility for 8(a) certification, 8(a) eligibility determinations and related issues, and providing counseling and assistance to the 8(a) contractor under the 8(a) program. The cognizant SBA district office is:

Small Business Administration
Washington Metropolitan Area District Office
740 15th Street NW, Suite 300
Washington, D.C. 20005-3544
Phone: (202) 272-0345

(b) The contracting activity is responsible for administering the contract and taking any action on behalf of the Government under the terms and conditions of the contract. However, the contracting activity shall give advance notice to the SBA before it issues a final notice terminating performance, either in whole or in part, under the contract. The contracting activity shall also coordinate with SBA prior to processing any novation agreement. The contracting activity may assign contract administration functions to a contract administration office.

(c) The contractor agrees:

(1) to notify the Contracting Officer, simultaneously with its notification to SBA (as required by SBA’s 8(a) regulations), when the owner or owners upon whom 8(a) eligibility is based plan to relinquish ownership or control of the concern. Consistent with 15 U.S.C. 637(a)(21), transfer of ownership or control shall result in termination of the contract for convenience, unless SBA waives the requirement for termination prior to the actual relinquishing of ownership or control.

(2) to adhere to the requirements of FAR 52.219-14, Limitations on Subcontracting.
The following Federal Acquisition Regulation (FAR) clauses and provisions are hereby incorporated by reference:

<table>
<thead>
<tr>
<th>FAR Clause</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>52.204-9</td>
<td>Personal Identity Verification of Contractor Personnel</td>
<td>Sept 2007</td>
</tr>
<tr>
<td>52.212-4</td>
<td>Contract Terms and Conditions - Commercial Items</td>
<td>Feb 2007</td>
</tr>
</tbody>
</table>

FAR 52.216-31, Time-and-Materials/Labor-Hour Proposal Requirements - Commercial Item Acquisitions (Feb 3007)

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by:
   (1) The offeror;
   (2) Subcontractor, and/or
   (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

52.219-11 Special 8(a) Contract Conditions
As prescribed in 12.111-1(c), insert the following clause:

SPECIAL 8(a) CONTRACT CONDITIONS (FEB 1990)

The Small Business Administration (SBA) agrees to the following:
(a) To furnish the supplies and services set forth in this contract according to the specifications and terms and conditions hereof by subcontracting with an eligible concern pursuant to the provisions of section 8(a) of the Small Business Act, as amended (13 U.S.C. 637(a)).
(b) That in the event SBA does not award a subcontract for all or a part of the work hereunder, this contract may be terminated in whole or in part without cost to either party.
(c) Except for non-payment agreements and advance payments, delegate to the [INSERT NAME OF CONTRACTING AGENCY] the responsibility for administering the subcontract to be awarded hereunder with complete authority to take any action on behalf of the Government under the terms and conditions of the subcontract provided, however, that the [INSERT NAME OF CONTRACTING AGENCY] shall give advance notice to the SBA before it issues a final notice terminating the right of a subcontractor to proceed with further performance, either in whole or in part, under the subcontract for default or for the convenience of the Government.
(d) That payments to be made under any subcontract awarded under this contract will be made directly to the subcontractor by the [INSERT NAME OF CONTRACTING AGENCY].
(e) That the subcontractor awarded a subcontract hereunder shall have the right of appeal from decisions of the Contracting Officer concerning under the “Dispute” clause of said subcontract.
(f) To notify the [INSERT NAME OF CONTRACTING AGENCY] Contracting Officer immediately upon notification by the subcontractor that the owner or owners upon whom 8(a) eligibility was based plan to relinquish ownership or control of the concern.

(End of clause)
52215-12Special 8A Subcontract Conditions.
As prescribed in 19.311-3(b), insert the following clause:

SPECIAL 8(A) SUBCONTRACT CONDITIONS (FEB 1990)

(a) The Small Business Administration (SBA) has entered into Contract No. [insert number of contract] with the [insert name of contracting agency] to furnish the supplies or services as described therein. A copy of the contract is attached hereto and made a part hereof.

(b) The [insert name of subcontractor], hereinafter referred to as the subcontractor, agrees and acknowledges as follows:

(1) That it will, for and on behalf of the SBA, fulfill and perform all of the requirements of Contract No. [insert number of contract] for the consideration stated therein and that it has read and is familiar with each and every part of the contract.

(2) That the SBA has delegated responsibility, except for nonpass agreements and advance payments, for the administration of this subcontract to the [insert name of contracting agency] with complete authority to take any action on behalf of the Government under the terms and conditions of this subcontract.

(3) That it will not subcontract the performance of any of the requirements of this subcontract to any lower tier subcontractor without the prior written approval of the SBA and the designated Contracting Officer of the [insert name of contracting agency].

(4) That it will notify the [insert name of contracting agency] Contracting Officer in writing immediately upon entering an agreement (either oral or written) to transfer all or part of its stock or other ownership interest to any other party.

(c) Payments, including any progress payments under this subcontract, will be made directly to the subcontractor by the [insert name of contracting agency].

(End of clause)

The following Homeland Security Acquisition Regulation (HSAR) clauses and provisions are hereby attached in full text:

<table>
<thead>
<tr>
<th>Clause Number</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>3652.205-70</td>
<td>Prohibition on Contracts with Corporate Expatriates</td>
<td>June 2006</td>
</tr>
<tr>
<td>3652.204-71</td>
<td>Contractor Employee Access</td>
<td>June 2006</td>
</tr>
<tr>
<td>3652.242-71</td>
<td>Dissemination of Contract Information</td>
<td>Dec 2003</td>
</tr>
<tr>
<td>3652.242-72</td>
<td>Contracting Officer's Technical Representative</td>
<td>Dec 2003</td>
</tr>
</tbody>
</table>

3652.205-70 Prohibition on contracts with corporate expatriates.

As prescribed at (HSAR) 48 CFR 3652.104-75, insert the following clause:

PROHIBITION ON CONTRACTS WITH CORPORATE EXPATRIATES
(JUN 2006)

(a) Prohibitions.

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Section 835 of the Homeland Security Act, 6 U.S.C. 395, prohibits the Department of Homeland Security from entering into any contract with a foreign incorporated entity which is treated as an inverted domestic corporation as defined in this clause, or with any subsidiary of such an entity. The Secretary shall waive the prohibition with respect to any specific contract if the Secretary determines that the waiver is required in the interest of national security.

(b) Definitions. As used in this clause:

_Expanded Affiliated Group_ means an affiliated group as defined in section 1504(a) of the Internal Revenue Code of 1986 (without regard to section 1504(b) of such Code), except that section 1504 of such Code shall be applied by substituting 'more than 50 percent for 'at least 80 percent' each place it appears.

_Foreign Incorporated Entity_ means any entity which is, or but for subsection (b) of section 835 of the Homeland Security Act, 6 U.S.C. 395, would be, treated as a foreign corporation for purposes of the Internal Revenue Code of 1986.

_Inverted Domestic Corporation._ A foreign incorporated entity shall be treated as an inverted domestic corporation if, pursuant to a plan (or a series of related transactions):

(1) The entity completes the direct or indirect acquisition of substantially all of the properties held directly or indirectly by a domestic corporation or substantially all of the properties constituting a trade or business of a domestic partnership;

(2) After the acquisition at least 80 percent of the stock (by vote or value) of the entity is held—

(i) In the case of an acquisition with respect to a domestic corporation, by former shareholders of the domestic corporation by reason of holding stock in the domestic corporation; or

(ii) In the case of an acquisition with respect to a domestic partnership, by former partners of the domestic partnership by reason of holding a capital or profits interest in the domestic partnership; and

(3) The expanded affiliated group which after the acquisition includes the entity does not have substantial business activities in the foreign country in which or under the law of which the entity is created or organized when compared to the total business activities of such expanded affiliated group.

_Domestic_ and _foreign_ have the meanings given such terms by paragraphs (1), (4), and (5) of section 7701(a) of the Internal Revenue Code of 1986, respectively.

(c) Special rules. The following definitions and special rules shall apply when determining whether a foreign incorporated entity should be treated as an inverted domestic corporation.

(1) _Certain Stock Disregarded._ For the purpose of treating a foreign incorporated entity as an inverted domestic corporation these shall not be taken into account in determining ownership:

(i) Stock held by members of the expanded affiliated group which includes the foreign incorporated entity; or

(ii) Stock of such entity which is sold in a public offering related to the acquisition described in subsection (b)(1) of Section 835 of the Homeland Security Act, 6 U.S.C. 395(b)(1).

7/24/2008
(2) Plan Deemed In Certain Cases. If a foreign incorporated entity acquires directly or indirectly substantially all of the properties of a domestic corporation or partnership during the 4-year period beginning on the date which is 2 years before the ownership requirements of subsection (b)(2) are met, such actions shall be treated as pursuant to a plan.

(3) Certain Transfers Disregarded. The transfer of properties or liabilities (including by contribution or distribution) shall be disregarded if such transfers are part of a plan a principal purpose of which is to avoid the purposes of this section.

(d) Special Rule for Related Partnerships. For purposes of applying section 835(b) of the Homeland Security Act, 6 U.S.C. 395(b) to the acquisition of a domestic partnership, except as provided in regulations, all domestic partnerships which are under common control (within the meaning of section 482 of the Internal Revenue Code of 1986) shall be treated as a partnership.

(e) Treatment of Certain Rights.

(1) Certain rights shall be treated as stocks to the extent necessary to reflect the present value of all equivalent interests incident to the transaction, as follows:

(i) warrants;
(ii) options;
(iii) contracts to acquire stock;
(iv) convertible debt instruments; and
(v) others similar interests.

(2) Rights labeled as stocks shall not be treated as stocks whenever it is deemed appropriate to do so to reflect the present value of the transaction or to disregard transactions whose recognition would defeat the purpose of Section 835.

(f) Disclosure. The offeror under this solicitation represents that [Check one]:

- it is not a foreign incorporated entity that should be treated as an inverted domestic corporation pursuant to the criteria of (HSAR) 48 CFR 2009.104-70 through 2009.104-73;

- it is a foreign incorporated entity that should be treated as an inverted domestic corporation pursuant to the criteria of (HSAR) 48 CFR 2009.104-70 through 2009.104-73, but it has submitted a request for waiver pursuant to 2009.104-74, which has not been denied; or

- it is a foreign incorporated entity that should be treated as an inverted domestic corporation pursuant to the criteria of (HSAR) 48 CFR 2009.104-70 through 2009.104-73, but it plans to submit a request for waiver pursuant to 2009.104-74.

(g) A copy of the approved waiver, if a waiver has already been granted, or the waiver request, if a waiver has been applied for, shall be attached to the bid or proposal.

(End of provision)

3852.204-71 Contractor employee access.

As prescribed in (HSAR) 48 CFR 2009.470-3(b), insert a clause substantially the same as follows with appropriate alternates:

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CONTRACTOR EMPLOYEE ACCESS 
(JUN 2006)

(a) Sensitive Information, as used in this chapter, means any information, the loss, misuse, disclosure, or unauthorized access to or modification of which could adversely affect the national or homeland security interest, or the conduct of Federal programs, or the privacy to which individuals are entitled under section 552a of title 5, United States Code (the Privacy Act), but which has not been specifically authorized under criteria established by an Executive Order or an Act of Congress to be kept secret in the interest of national defense, homeland security or foreign policy. This definition includes the following categories of information:

(1) Protected Critical Infrastructure Information (PCI) as set out in the Critical Infrastructure Information Act of 2002 (Title II, Subtitle B, of the Homeland Security Act, Public Law 107-296, 196 Stat. 2133), as amended, the implementing regulations therefor (Title 6, Code of Federal Regulations, Part 29) as amended, the applicable PCI Procedures Manual, as amended, and any supplementary guidance officially communicated by an authorized official of the Department of Homeland Security (including the PCI Program Manager or his/her designee);

(2) Sensitive Security Information (SSI), as defined in Title 49, Code of Federal Regulations, Part 1520, as amended, “Policies and Procedures of Safeguarding and Control of SSI,” as amended, and any supplementary guidance officially communicated by an authorized official of the Department of Homeland Security (including the Assistant Secretary for the Transportation Security Administration or his/her designee);

(3) Information designated as “For Official Use Only,” which is unclassified information of a sensitive nature and the unauthorized disclosure of which could adversely affect a person’s privacy or welfare, the conduct of Federal programs, or other programs or operations essential to the national or homeland security interest; and

(4) Any information that is designated “sensitive” or subject to other controls, safeguards or protections in accordance with subsequently adopted homeland security information handling procedures.

(b) “Information Technology Resources” include, but are not limited to, computer equipment, networking equipment, telecommunications equipment, cabling, network drivers, computer drivers, network software, computer software, software programs, intranet sites, and internet sites.

(c) Contractor employees working on this contract must complete such forms as may be necessary for security or other reasons, including the conduct of background investigations to determine suitability. Completed forms shall be submitted as directed by the Contracting Officer. Upon the Contracting Officer's request, the Contractor's employees shall be fingerprinted, or subject to other investigations as required. All contractor employees requiring recurring access to Government facilities or access to sensitive information or IT resources are required to have a favorably adjudicated background investigation prior to commencing work on this contract unless this requirement is waived under Departmental procedures.

(d) The Contracting Officer may require the contractor to prohibit individuals from working on the contract if the government deems their initial or continued employment contrary to the public interest for any reason, including, but not limited to, carelessness, inattention, insubordination, incompetence, or security concerns.

(e) Work under this contract may involve access to sensitive information. Therefore, the Contractor shall not disclose, orally or in writing, any sensitive information to any person unless authorized in writing by the Contracting Officer. For those contractor employees authorized access to sensitive information, the
contractor shall ensure that these persons receive training concerning the protection and disclosure of sensitive information both during and after contract performance.

(f) The Contractor shall include the substance of this clause in all subcontracts at any tier where the subcontractor may have access to Government facilities, sensitive information, or resources.

(End of clause)

3657.242-71 Dissemination of contract information.

As prescribed in (HSAR) 48 CFR 2042.102-70 insert the following clause:

DISSEMINATION OF CONTRACT INFORMATION

(DEC 2003)

The Contractor shall not publish, permit to be published, or distribute for public consumption, any information, oral or written, concerning the results or conclusions made pursuant to the performance of this contract, without the prior written consent of the Contracting Officer. An electronic or printed copy of any material proposed to be published or distributed shall be submitted to the Contracting Officer.

(End of clause)

3657.242-72 Contracting officer's technical representative.

As prescribed in (HSAR) 48 CFR 2042.7006, insert the following clause:

CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE

(DEC 2003)

(a) The Contracting Officer may designate Government personnel to act as the Contracting Officer's Technical Representative (COTR) to perform functions under the contract such as review or inspection and acceptance of supplies, services, including construction, and other functions of a technical nature. The Contracting Officer will provide a written notice of such designation to the Contractor within five working days after contract award or for construction, not less than five working days prior to giving the contractor the notice to proceed. The designation letter will set forth the authorities and limitations of the COTR under the contract.

(b) The Contracting Officer cannot authorize the COTR or any other representative to sign documents, such as contracts, contract modifications, etc., that require the signature of the Contracting Officer.

(End of clause)

Evaluation of Performance for Contractor Performance Reports

Past performance information is relevant information regarding a Contractor's actions and conduct on previously awarded contracts. It includes such things as a Contractor's ability to conform to contract requirements and specifications, adherence to contract schedules, quality performance, cost control, reasonable and cooperative behavior, and commitment to customer satisfaction. For active contracts in excess of $100,000,000, including base year plus any/all option years, the Federal Acquisition Regulation (FAR) requires federal agencies to prepare Contractor performance evaluations (report cards). Report cards are completed and forwarded to the Contractor for review within thirty (30) calendar days from the time the work under the contract is completed for each contract year. Interim evaluations by the Contracting Officer may be completed as necessary. The Contractor has thirty (30) days to reply with
comments, rebutting statements, or additional information that will be made part of the official record. Performance evaluation reports will be available to Government contracting personnel for their use in making responsibility determinations and source selection purposes on future contract actions.

Advertisements, Publicizing Awards, and News Releases
All press releases or announcements about agency programs, projects, and contract awards need to be cleared by the Program Office and the Contracting Office. Under no circumstances shall the Contractor, or anyone acting on behalf of the Contractor, refer to the supplies, services, or equipment furnished pursuant to the provisions of this contract in any publicly news release or commercial advertising without first obtaining explicit written consent to do so from the Program Office and the Contracting Officer.

The Contractor agrees not to refer to awards in commercial advertising in such a manner as to state or imply that the product or service provided is endorsed or preferred by the Federal Government or is considered by the Government to be superior to other products or services.

E-VERIFY
The contractor is encouraged to participate in the E-Verify Program. Firms may register for the E-Verify Program on-line at:
https://www.usa-verify.com/employerregistration/

This site provides instructions for completing the Memorandum of Understanding (MOU) required for official registration in the E-Verify Program.

Officers may obtain additional information about E-Verify by visiting the U.S. Citizenship and Immigration Services (USCIS) website at http://www.uscis.gov/everify or by calling USCIS at 1-800-444-4218.
-Month Extension for Media & Advertising Ser
Verifications Division
The information contained in this document shall not be disclosed outside the Government (or client organization, as appropriate) and shall not be duplicated, used or disclosed, in whole or in part. This restriction does not limit the Government’s right to use information contained in the data if it is obtained from another source with restriction. The data subject to this restriction comprise the whole of this document.

For Official Use Only
1.0 INTRODUCTION

1.1 Organization

The Verification Division currently provides a service, granting automated status-verification to private employers participating in the Basic Employment Verification Pilot ("Basic Pilot") program. This voluntary program, mandated under the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), provides information to participating employers about the work eligibility of their newly-hired workers. Currently, based on the success of this program, the agency is taking steps to improve and expand the Basic Pilot in preparation for a nationwide mandatory Employment Eligibility Verification Program (EEVP).

The success of the EEVP rests on its ability to effectively scale the existing program (Basic Pilot). During this effort, the current user base of over 16,000 voluntarily-registered employers may grow to over 7 million employers (if a mandatory program is enacted). This growth must be accommodated while maintaining a high level of service. To achieve this, EEVP must comprehensively address a number of issues required to scale all elements of the existing program. These include:

- Communications and outreach
- Hiring and training new USCIS personnel
- Writing and implementing new policies
- Adding new capabilities to the VIS
- Adding monitoring and compliance functions
- Streamlining critical operations such as employer registration
- Scaling the technical solution to meet additional demand.

The EEV-Marketing and Advertising Campaign (MAC) is intended to primarily address the first of these issues although it impacts (and is impacted by) all of them. The overall goal of the program is to significantly scale-up the number of employers under a voluntary model in anticipation of a nationwide system. In order to do this, a comprehensive EEV-MAC is needed.

2.0 BACKGROUND

From August through September 2006, USCIS developed recommendations for a national marketing campaign to increase voluntary enrollment in the EEVP. During this period USCIS sought to discover as much information as possible regarding an employer's decision to join or not join the program. This effort resulted in a Draft Marketing Plan to increase voluntary participation. In developing this plan, USCIS determined how best practices used in commercial sectors could be translated into an effective marketing campaign for EEVP. The Draft Marketing Plan is the result of these findings. The EEVP requires a contractor to continuously update, maintain, and implement this Plan.
3.0 SCOPE

The scope of the EEV-MAC effort encompasses the planning and implementation of an appropriately phased national marketing campaign in support of the expansion of the EEVP. The project shall be implemented using a three-phase approach. In the first phase, Creative Phase, the contractor shall refine the current core message and visuals already developed by USCIS to prepare for a multi-channel, multi-lingual, media campaign. In the second phase, Media Test Phase, the contractor shall test the results of the creative phase, using a controlled media buy that targets employers across varied marketing channels. Data from this Media Test Phase will set the foundation for the final phase. In the final phase, Execution and Roll-Out Phase, the contractor shall execute a national campaign across all channels that provide the greatest value to the EEVP in significantly expanding user adoption.

The contractor shall apply a proven methodology and approach to the development of a marketing and advertising campaign. This activity will include:

- Development and refinement of a comprehensive EEVP brand identity
- Definition and refinement of target audience segments
- Creation of an EEV exhibit booth to support a public speaking road show
- Assessing media in order to define the appropriate parameters that determine the most efficacious way to manage media expenditures
- “Piloting” with real-time assessment of content/delivery approaches
- Completion of the existing USCIS Draft Marketing Plan
- Implementation of the phased media campaign with performance assessments and periodic adjustments to ensure over-all success.

The services provided by the contractor must promote public awareness of the USCIS’s mission by initiating and disseminating information to employers, employees, partners, and advocacy groups. The services shall include developing and customizing strategic marketing plans, developing branding initiatives, and identifying the appropriate communications channels.

The contractor shall make a significant number of media-related purchases as a part of the EEV-MAC contract. All purchases will require the pre-approval of the COTR. Media-related purchases under this contract shall include: media buys (TV ads, newspaper ads, web banners, etc), direct mail costs, and printing. The contractor shall conduct media tours and perform media tracking and public testing of purchased media ads.

4.0 APPROACH

The primary objective of EEV-MAC is to increase voluntary adoption of the EEVP for all sectors of US employers. Should the necessity for compulsory compliance arise (due to Congressional mandate), the program content will be rapidly transitioned to one stressing mandatory compliance. Should this be required, the anticipated timeline may require some adjustment; although any such adjustment should be minor. Details of the three phases, Creative, Media Test, and Execution and Rollout are provided below:
4.1 Creative Phase
- Produce creative materials that relay appropriate messaging and meet goals established by the Government, leveraging existing creative materials.
- Ensure that all creative materials produced go through appropriate and necessary USCIS program approvals, as determined by the PM and COTR – for content, design, and legal issues.
- Identify the most successful creative concepts for the campaign.

4.2 Execution and Rollout Phase
In this phase, the contractor shall execute national and local campaigns in an approach that uses all media channels that provide the greatest value to the EEVP. The goals of this phase include:
- Grow participation in the EEVP by individual businesses by incremental numbers measured monthly and quarterly.
- Monitor and revise the use of media channels as results are tracked, to take advantage of more successful channels and eliminate those that are not producing results.
- Implement timely public and media relations activities tied in with newsworthy events related to the EEVP (e.g.; legislation).
- Measure the effectiveness of each media channel in terms of building awareness, affecting behavior, and causing business owners to register with the EEVP.

Implementation - The contractor shall distribute the final production materials to the target audiences and maintain an on-going assessment of the results. The target audience for this implementation will be determined by the PM and COTR. To the extent that expectations are not met (fall short or exceed expectations), adjustments to the program will be made accordingly.

The contractor shall plan and attend events road shows, and provide exhibit booths to deliver the campaign message and strategy. The contractor shall:
- Distribute and deploy marketing and promotional tools (collateral).
- Continuously monitor feedback from appropriate sources with respect to success of the distribution and response for each media channel.
- Continuously monitor feedback from Government and private sector collaborators and/or participants.

Non-responder, automated responses, feedback — (On-going through the duration of all phases). This portion of the EEV-MAC project is defined as the second attempt by the EEV-MAC contractor to reach out to US employers who have not responded to the initial marketing efforts. The contractor shall employ mailings and Email distribution (and combinations) to nearly 1.5K to 1.2M employers throughout the US. Final channels and actual numbers must be determined in the Media Test Phase. This phase will also be highly targeted to employers who showed an initial interest in the campaign based on marketing outreach (e.g. they visited key CIS websites but did not sign up for the program).
Interagency Co-Branding and Events Roadshow — (On-going through the duration of each phase). Part of the MAC will involve leveraging USCIS's interagency partners to drive employer compliance and conversion to the EEVP. The contractor shall create paper-based USCIS-EEV-branded welcome kits for new business owners with the SSA as well as the IRS. It is estimated that at least 500K messages will be disseminated under this phase of the plan. Final channels and actual numbers must be determined in the Media Test Phase. The actual content and final number of messages, as well as the actual messaging within such collateral, will be tested in the initial testing phase. The contractor, with approval from the COTR, shall determine who these employers are — small, medium or large businesses — and what mailing and Email lists USCIS will need to acquire. The contractor shall choose specific channels for messaging by assessing the data developed during the Media Test Phase.

5.0 SPECIFIC TASKS

5.1 Project Management Plan (PMP)

The contractor shall use the existing Project Management Plan (PMP) from the prior MAC contract that explains how the contractor will plan, staff, and execute project tasks so as to ensure that the objectives of the EEV-MAC project are achieved. Through the creation and maintenance of the PMP, the contractor shall keep the COTR fully aware of the EEV-MAC plans and activities and shall obtain approval from the COTR on any decisions which are likely to affect project deliverables or schedule.

In order to achieve the goals of the EEV-MAC project, the contractor shall:

- Regularly consolidate, track, and update the EEV-MAC PMP
- Identify and track dependencies, risks, and assumptions
- Identify staffing requirements and timing of resource boarding and exiting
- Generate scenario-planning representations (duration, resources, and milestones plans)
- Track cost-and-schedule actual results against original baselines and track any formal changes to baselines

The MAC PMP will remain a living document, which will allow the government and contract team members to change or update tasks within the contract requirements, processes and timelines as new data is uncovered. The contractor shall update the PMP, at a minimum, quarterly.

5.2 Marketing Plan

The contractor shall leverage existing marketing plans, updating and maintaining it as required, as this document contains the main strategy and milestones for the national EEV-MAC. Updates to the plan shall be submitted to the COTR upon each iteration.

5.3 Creative Phase: Collaterals Design Submission

Completed in prior contract.
5.4 Creative Phase: Production Collateral
Completed in prior contract.

5.5 Media Test Phase: Tier I Implementation Plan
Completed in prior contract.

5.6 Media Test Phase: Tier I Performance Evaluation Meeting and Report
Completed in prior contract.

5.7 Media Test Phase: Final Production Collaterals
Completed in prior contract.

5.8 Execution and Rollout Phase:
The contractor shall, upon approval by the PM and COTR, disseminate marketing materials through various media outlets to achieve the goals of the marketing plan.

5.9 Performance Analysis
During the course of the EEVP-MAC, the contractor shall quantify execution of the project against the PMP. This shall include productivity analysis, capacity monitoring, and forecasting. The contractor shall provide USCIS full access to its integrated campaign assessment methodology and tools and will participate with the USCIS in using these tools to optimize the EEVP-MAC.

In managing the project, the contractor shall perform the following:
Attend a kick off meeting with the COTR and Contracting Officer as scheduled by the CO, normally within 10 days following award.

Using the target metrics established in the previous contract to measure results achieved.

5.10 Risk Control and Mitigation
The contractor shall identify risks associated with completing MAC phases/program and identify mitigation strategies. Mitigation strategies identified for each risk associated with the program shall allow the risk to be managed effectively and minimize effects if the risk event happens. The results of risk analysis shall be reported to the COTR. The amount of effort and resources allocated to manage each risk shall be in proportion to the risk exposure. The contractor shall create an EEV-MAC “Risk Register” to track the specific risks and their mitigation plans.
**Team Deliverable Activity Description Timing**

<table>
<thead>
<tr>
<th>Team</th>
<th>Deliverable</th>
<th>Activity Description</th>
<th>Timing</th>
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<tr>
<td>EEV-MAC</td>
<td>Monthly Status Report</td>
<td>• Provides a Monthly update on Program status and progress to USCIS and the EEV PM.</td>
<td>Initial report to be completed within 30 days of project kick-off meeting. Due by the 10th of every month thereafter.</td>
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<tr>
<td></td>
<td></td>
<td>• Captures and measures progress against key milestones.</td>
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<tr>
<td></td>
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<td>• Addresses important issues and risks.</td>
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<td>• Tracks project financials, and external dependencies.</td>
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**6.2 Management Deliverables Schedule**

The contractor shall submit copies of all deliverables to the COTR, according to the schedule contained in the table below. Approval authority of all deliverables resides with the COTR. All documentation developed by the contractor shall become the property of the Government and shall not contain proprietary markings.

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Due Date</th>
<th>PWS Section</th>
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<tr>
<td>Monthly Progress Report</td>
<td>Initial report will be completed within 30 calendar days of project kick-off. Subsequent reports are due by the 15th calendar day of each month</td>
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**6.3 Task Deliverable Schedule**

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<tr>
<th>Task Deliverable</th>
<th>Due Date</th>
<th>PWS Section</th>
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<tr>
<td>Project Management Plan</td>
<td>Due 30 calendar days after kick-off meeting. The contractor shall provide additional updates to the PMP as milestones or program decisions change the overall plan. Revisions are due upon request by the COTR</td>
<td>5.1</td>
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<tr>
<td>Draft Marketing Plan</td>
<td>Updates as assigned by the PM.</td>
<td>5.2</td>
</tr>
<tr>
<td>Execution and rollout of implementation plan.</td>
<td>As assigned by the PM.</td>
<td>5.8</td>
</tr>
<tr>
<td>Tier II Performance Evaluation Meeting and Report</td>
<td>Meeting and report due after Tier II Implementation Plan has been implemented. Exact due date of the meeting and report shall be determined by the COTR.</td>
<td>5.9</td>
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</table>
6.4 Acceptance of Deliverables

Upon receipt of a deliverable, the COTR will have 5 business days to accept or reject the item. If the deliverable is rejected, the COTR will provide the contractor with written comments on how to fix the errors/defects. The contractor has 5 business days (or other reasonable timeframe established by the COTR) to resubmit for acceptance. For presentations and/or briefings, the contractor shall use Microsoft PowerPoint, Microsoft Word, Microsoft Excel, Microsoft Visio, or other requested medium compatible with the USCIS environment.

7.0 KEY PERSONNEL

7.1 Definition

7.1.1 Key personnel are defined as management and technical personnel critical to, and essential for, the contractor successful performance under this PWS. The contractor shall submit position descriptions that the contractor identifies as key personnel.

7.1.2 Replacing Key Personnel: Any key personnel the contractor offers as a replacement must have the ability and qualifications equal to or better than the key personnel being replaced. Routine requests to replace key personnel shall be submitted in writing to the CO a minimum of 30 days in advance of the replacement and must be approved by the CO before the replacement occurs. The request shall include an explanation of the circumstances necessitating the proposed replacement.

7.2 Program Manager

7.2.1 MAC Program Manager (PM): The MAC PM shall be designated by the contractor to manage the performance of all work awarded under this contract and shall serve as a single point of contact to the COTR and Verification Program Director. The MAC PM shall serve as an effective liaison between all contract employees and COTR/EEV Verification Program Director, ensuring that performance is in compliance with contract requirements.

7.2.2 The PM shall have sufficient organizational and technical level authority to ensure full commitment of resources. This individual shall be involved with the resolution of technical and contractual issues related to meeting contract performance requirements.

7.3.3 The contractor shall designate an alternate who shall be authorized to act on behalf of the contractor in the absence of the MAC PM or when the MAC PM is not available.

8.0 (OMITTED)
9.0 GOVERNMENT PROVIDED RESOURCES (GPR)

9.1 Federal IT Resources
The Contractor will NOT have access to DHS applications and automated IT systems, including email, shared drives, and other systems.

9.2 Access to Government Facilities
USCIS will make all necessary arrangements to enable contractor personnel to visit Verification Headquarters and other USCIS facilities (if required). Contractor personnel shall comply with all applicable rules and regulations, not only as they apply to themselves, but also as they apply to other personnel and property at the site. At each site, the local Government representative will have sole authority to determine when, and under what conditions, contractor personnel can be present on site— for instance, the government may prohibit contractor personnel from being on site if there are no government personnel present at the same time.

10.0 PLACE OF PERFORMANCE
All work shall be performed offsite. Meetings and working group sessions will be held onsite as required.

11.0 PERIOD OF PERFORMANCE
The contract award shall be for a 6-month period of performance from date of award.

11.1 Post Award Conference/Meeting
The contractor shall attend a kick-off meeting scheduled by the CO, normally within 10 days of award. The meeting will establish primary points of contact, discuss contract requirements, and the understanding of the technical approach.

12.0 TRAVEL
Travel outside the Metropolitan, Washington, DC area is anticipated. Local travel reimbursement under this contract is not authorized.

12.1 APPROVAL FOR TRAVEL
The Contractor shall obtain written approval from the COTR prior to performing any travel. Contractor travel approved in advance by the COTR will be reimbursed in accordance with FAR 31.205-46, Travel Costs, and the Federal Travel Regulations prescribed by the General Services Administration. The Contractor shall submit to the COTR a Trip Report outlining the travel expenses. Additionally, travel will not exceed $25,000.

13.0 SECURITY REQUIREMENTS - ATTACHED
# Invoice

**MAYA ADVERTISING & COMMUNICATIONS, INC.**

028 33rd Street, NW
Suite 200
Washington, DC 20007

**Bill To**

USCIS Contracting Office
Department of Homeland Security
70 Kimball Avenue
South Burlington, VT 05403

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**Item No. 0002 Media Buys:**
- Media placement with Government Executive - Invoice #41478
- Media placement with USA Today - Invoice #D0193316
- Media placement with The Lamar Companies - Invoice #100070158
- Media placement with JC Deaux - Invoice #60100082
- Media placement with JC Deaux - Invoice #60100083
- Media placement with Adams Outdoor Advertising - Invoice #R004394
- Media placement with CBS Outdoor - Invoice #01882707
- Media placement with CBS Outdoor - Invoice #01881161
- Media placement with Adams Outdoor Advertising - Invoice #R0041673
- Media placement fee $69,500
- Subtotal - Media

**Item No. 0004 ODL's:**
- Catering for photoshoot - Einstein Bros. Bagels
- Strata Marketing monthly fee - Invoice #043532
- Studio rental and preparation - Bella Faccia Invoice #13378
- Imagery - Invoice #47434

**Total**

Payments/Credits

Balance Due

---

Please remit payment to:

MAYA
28 33rd Street, NW
Suite 200
Washington, DC 20007

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RECEIVED JAN 09 2009

CHECKED JAN 09 2009

Page 1
MAYA ADVERTISING & COMMUNICATIONS, INC.
1028 33rd Street, NW
Suite 200
Washington, DC 20007

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Please remit payment to:

MAYA
28 33rd Street, NW
Suite 200
Washington, DC 20007
Bill To
USCIS Contracting Office
Department of Homeland Security
70 Kimball Avenue
South Burlington, VT 05403

Order Number | Terms | Req/Purch No. | Project | Tax ID | Modification No.
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HSSCCG-08-C-00007 | Net 30 | VER-08-0066 | USCIS002 - EEV-MAC |       | N/A

(b)(3)

Item No. 0002 Media Buys:
The Washington Post - Invoice # 4000593424
The Washington Post - Invoice # 4000593424
The Washington Post - Invoice # 4000599847
ABC Radio Networks - Invoice #789967, 789969, 789966, 789965, 789964, 789963, 789962
National Public Radio - Invoice #130029
Mediaspace, Inc. - Invoice #INV029380
CBS Outdoor - Invoice #01889743
JCDceaux - Invoice #60100713
JCDceaux - Invoice #60100714
Mediaspace, Inc. - Invoice #INV029488
Media placement fee @ 9.5%
Subtotal

Line Item 1
Line Item 3
Line Item 4

Please remit payment to:
MAYA
1028 33rd Street, NW
Suite 200
Washington, DC 20007
**MAYA ADVERTISING & COMMUNICATIONS, INC.**

1028 33rd Street, NW
Suite 200
Washington, DC 20007

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**Bill To**

USCIS Contracting Office
Department of Homeland Security
70 Kimball Avenue
South Burlington, VT 05403

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**Item No. 0001 Direct Labor:**

Subtotal - labor

**Item No. 0002 Media Buys:**

- Media Placement with the Washington Post - Invoice #4000580964
- Media Placement with the Washington Post - Invoice #4000584771
- Media Placement with the Washington Post - Invoice #4000587725
- Media Placement with the Washington Business Journal - Invoice #4300600291
- Media Placement with the Washington Business Journal - Invoice #4300600311
- Media Placement with the Washington Business Journal - Invoice #4300600301
- Media Placement with National Public Radio - Invoice #129802
- Media Placement with CBS Outdoor - Invoice #0189639
- Media Placement with USA Today - Invoice #D0192975
- Media Placement with the ABC Radio Networks - Invoice #788021, 788022, 788023, 788024, 788025 & 788027
- Media Placement with Adams Outdoor Advertising - Invoice #R003928
- Media Placement with CBS Outdoor - Invoice #01661643
- Media placement fee @ 9.5%

Subtotal - media buys

**Item No. 0004 ODC's:**

---

**Please remit payment to:**

MAYA
1028 33rd Street, NW
Suite 200
Washington, DC 20007

---

**Total**

**Payments/Credits**

**Balance Due**
**Maya Advertising & Communications, Inc.**
1028 33rd Street, NW
Suite 200
Washington, DC 20007

**Bill To**
USCIS Contracting Office
Department of Homeland Security
70 Kimball Avenue
South Burlington, VT 05403

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**Description**
- Strata installation - Invoice #042964
- Strata monthly usage - Invoice #042401
- Frederique Porter Photography - photo shoot invoice dated 12-5-08
- CBS Outdoor billboard production - Invoice #01861532
- Faces of Faith, LLC - models, makeup, etc. Invoice #1 and #2

**Please remit payment to:**
Maya
1028 33rd Street, NW
Suite 200
Washington, DC 20007

**Invoice Details**
- Date: 12/10/2008
- Invoice #: 12-08-1

**Payments**
- Total
- Balance
**MA YA ADVERTISING & COMMUNICATIONS, INC.**
1028 33rd Street, NW
Suite 200
Washington, DC 20007

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**USCIS Contracting Office**
Department of Homeland Security
70 Kimball Avenue
South Burlington, VT 05403

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Subtotal

**USCIS Verification Division**
Alexandra Grammer
Program Analyst/COTR

**Contract:** HSSCCG-08-C-00007

**Certified:** 11/14/08

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Please remit payment to:

**MA YA**
1028 33rd Street, NW
Suite 200
Washington, DC 20007

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**Total**

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**Invoice**

- **Date:** 11/3/2008
- **Invoice #:** 11-08-2

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(b)(3)
MAYA ADVERTISING & COMMUNICATIONS, INC.
1028 33rd Street, NW
Suite 200
Washington, DC 20007

Bill To
USCIS Contracting Office
Department of Homeland Security
70 Kimball Avenue
South Burlington, VT 05403

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USCIS Verification Division
Alexandra Grammer
Program Analyst/COTR

Received: 10/8/08
Contract: HSSCCG-08-C-00007

Certified: 10/8/08
Signature: [Signature]

Please remit payment to:

MAYA
1028 33rd Street, NW
Suite 200
Washington, DC 20007

Total
Payments/Credit
Balance Due

34
MAYA ADVERTISING & COMMUNICATIONS, INC.
1028 33rd Street, NW
Suite 200
Washington, DC 20007

Bill To
USCIS Contracting Office
70 Kimball Avenue
South Burlington, VT 05403

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Description
Item No. 0013 Media Buys - Capitol Media Solutions - Invoice #0908-24
Item No. 0013 Media Buys - Washington Post Media - Invoice #4000457136, 4000459199, 4000460186
Item No. 0013 Media Buys - Clear Channel Broadcasting - Invoice #55034
Subtotal

USCIS Verification Division
Alexandra Grammer
Program Analyst/COTR

Received: 10/8/08
Certified: 10/9/08
Contract: HSSCG-07-C-0005

Please remit payment to:
MAYA
1028 33rd Street, NW
Suite 200
Washington, DC 20007
MA YA ADVERTISING &
COMMUNICATIONS, INC.
1028 33rd Street, NW
Suite 200
Washington, DC 20007

Bill To

USCIS Contracting Office
70 Kimball Avenue
South Burlington, VT 05403

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| Item No. 0013 Media Buys - Invoice #124973 |  |
| Item No. 0013 Media Buys - Invoice #124972 |  |

| Subtotal |  |

USCIS Verification Division
Alexandra Grammer
Program Analyst/COTR
20

Received: 10/05
Certified: 10/05
Contract: HSSCG-07-C-00005
Signature:

Please remit payment to:

MAYA
1028 33rd Street, NW
Suite 200
Washington, DC 20007

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36
MAYA ADVERTISING & COMMUNICATIONS, INC.
1028 33rd Street, NW
Suite 200
Washington, DC 20007

Bill To
USCIS Contracting Office
70 Kimball Avenue
South Burlington, VT 05403

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USCIS Verification Division
Alexandra Grammer
Program Analyst/COTR
202

Received: 8/11/08
Contract: HSSCCG-07-C-00005

Certified: 8/11/08
Signature:

Please remit payment to:

MAYA
1028 33rd Street, NW
Suite 200
Washington, DC 20007

Total
Payments/Credits
Balance Due
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Total

Payments/Credit

Balance Due

Please remit payment to:

MAYA
USCIS Verification Division
Alexandra Grammer
Program Analyst/COTR
1028 33rd Street
Suite 200
Washington, DC 20007

Received: 7/10/08 Certified: 7/10/08
Contract:

Signature:
**Invoice**

**Date**  |  **Invoice #**
---|---
6/4/2008 | 6-08-1

**Bill To**

USCIS Contracting Office  
70 Kimball Avenue  
South Burlington, VT 05403

---

**Contract No.**  |  **Terms**  |  **Req/Purch No.**  |  **Project**  |  **Tax ID**  |  **Modification No.**
---|---|---|---|---|---
HSSCG-07-C-00005  |  Due on rec.  |  VER-07-00010  |  EEV-MAC  |  001  |  001

**Description**  |  **Qty**  |  **Rate**  |  **Amount**
---|---|---|---
Line Item No 0001  |  22  |  $22  |  $118
Line Item No 0002  |  22  |  $148.5  |  $118
Line Item No 0003  |  139  |  $118  |  $139
Line Item No 0010 Print Production - Letter opener Key Ring  |  |  |  
Subtotal - Maya direct labor  |  |  |  
Line Item No 0012 Media Buy  |  |  |  
Subtotal - labor and media  |  |  |  

**Invoice Rec'd 6/4/08**  
**Alex Grammer**  
**Prog Analyst/COTR**  
**USCIS Verification**  
**HSSCG-07-C-00005**

---

**Please remit payment to:**

**MAYA**  
1028 33rd Street, NW  
Suite 200  
Washington, DC 20007

---

**Total**

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**Balance Due**

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*Signature*
# Invoice

**MAYA ADVERTISING & COMMUNICATIONS, INC.**

1028 33rd Street, NW
Suite 200
Washington, DC 20007

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**Subtotal - MAYA**

745.95

**Payments/Credit**

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**Please remit payment to:**

MAYA
1028 33rd Street, NW
Suite 200
Washington, DC 20007

**Rec'd**

USCIS Verification

[Signature]

[Date]

5/7/2008

5-08-1
# Invoice

**MAYA ADVERTISING & COMMUNICATIONS, INC.**

1028 33rd Street, NW
Suite 200
Washington, DC 20007

**Bill To**

USCIS Contracting Office
70 Kimball Avenue
South Burlington, VT 05403

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Please remit payment to:

MAYA
1028 33rd Street, NW
Suite 200
Washington, DC 20007

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Date: 4/9/2008
Invoice #: 4-08-2

Received by: [Signature]

[Stamp]

[Stamp]

[Stamp]

[Stamp]
**Invoice**

**MAYA ADVERTISING & COMMUNICATIONS, INC.**
1028 33rd Street, NW
Suite 200
Washington, DC 20007

Bill To
USCIS Contracting Office
70 Kimball Avenue
South Burlington, VT 05403

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**Total**

**Payments/Credit**

**Balance Due**

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*Please remit payment to:*

MAYA
1028 33rd Street, NW
Suite 200
Washington, DC 20007

---

*OK to Pay - USCIS-07-C-00005*

*3/15/08 appvd/sent to contracting*
MA'A ADVERTISING & COMMUNICATIONS, INC.

28 33rd Street, NW
Suite 200
Washington, DC 20007

USCIS Contracting Office
70 Kimball Avenue
South Burlington, VT 05403

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<td>Item No. 0015 Airfare</td>
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<td>Item No. 0016 M&amp;IE</td>
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<td>Item No. 0017 Ground transportation including rental car</td>
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<td>Item No. 0018 Lodging</td>
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**USCIS**
HSSCCG-07-C-0005

Please remit payment to:

MA'A
28 33rd Street, NW
Suite 200
Washington, DC 20007

**Total**

**Payments/Credit**

**Balance Due**
MAYA ADVERTISING & COMMUNICATIONS, INC.
1028 33rd Street, NW
Suite 200
Washington, DC 20007

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USCIS Contracting Office
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South Burlington, VT 05403

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Services Rendered & Approved/COTR
Signature: [Signature]
Date: 1-14-08

Please remit payment to:
MAYA
1028 33rd Street, NW
Suite 200
Washington, DC 20007
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<td>Item No. 0013 Media Buys - see attached Media Associates Invoice and insertion orders</td>
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Subtotal: 224.4

Services Rendered & Approved/COTR

Signature: [Signature]

Date: 12-20-07

Total

Payments/Credit

Balance Due

Please remit payment to:

MAYA
1028 33rd Street
Suite 200
Washington, DC 20007
MAYA ADVERTISING & COMMUNICATIONS, INC.
1028 33rd Street, NW
Suite 200
Washington, DC 20007

BILL TO
USCIS Contracting Office
70 Kimball Avenue
South Burlington, VT 05403

<table>
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<tr>
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<td>Item No. 0010 Print Production - Music Ala Carte</td>
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Services Rendered & Approved/COTR

Signature: [Signature]
Date: [11/17/07]

Please remit payment to:

MAYA
1028 33rd Street, NW
Suite 200
Washington, DC 20007

Total

Payments/Credit
Balance Due

[Signature]
# Invoice

**MAYA ADVERTISING & COMMUNICATIONS, INC.**

1028 33rd Street, NW
Suite 200
Washington, DC 20007

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<td>Item No. 0007</td>
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<td>Local travel - taxis</td>
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| Item No. 0006 | 20 |
| Item No. 0008 | 20 |
| Item No. 0009 | 20 |
| Subtotal | |

**Please remit payment to:**

MAYA
1028 33rd Street, NW
Suite 200
Washington, DC 20007

**Signature**

**Date** 9/13/07

**Total**

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**Note:**

- (b)(3)
- (b)(4)
- (b)(9)
MAYA ADVERTISING & COMMUNICATIONS, INC.
1028 33rd Street, NW
Suite 200
Washington, DC 20007

Bill To
USCIS Contracting Office
70 Kimball Avenue
South Burlington, VT 05403

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<td>Item No. 0020 Local travel - taxis</td>
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Subtotal | |

Please remit payment to:

MAYA
1028 33rd Street, NW
Suite 200
Washington, DC 20007

Total

Payments/Credit

Balance Due
MAYA ADVERTISING & COMMUNICATIONS, INC.
1028 33rd Street, NW
Suite 200
Washington, DC 20007

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Accepted service
6-22-07

Please remit payment to:
MAYA
1028 33rd Street, NW
Suite 200
Washington, DC 20007

<table>
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MAYA ADVERTISING & COMMUNICATIONS, INC.
1028 33rd Street, NW
Suite 200
Washington, DC 20007

Bill To
USCIS Contracting Office
70 Kimball Avenue
South Burlington, VT 05403

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<th>Contract No.</th>
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Please see the attached Monthly Progress Report for activities undertaken during the reporting period.

MAYA Contact:
CEO

Please remit payment to:
MAYA
1028 33rd Street, NW
Suite 200
Washington, DC 20007

Date  Invoice #
8/2/2007    7-07-1

8/22/07

Total
Payments/Credit
Balance Due

50
MAYA ADVERTISING & COMMUNICATIONS, INC.

1028 33rd Street, NW
Suite 200
Washington, DC 20007

USCIS Contracting Office
70 Kimball Avenue
South Burlington, VT 05403

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Please see the attached Monthly Progress Report for activities undertaken during the reporting period.

MAYA Contact:

CFO

Please remit payment to:

MAYA
1028 33rd Street, NW
Suite 200
Washington, DC 20007

Total

Payments/Credit

Balance Due