

Revised 16 Sept 2004

1. STATEMENT OF WORK

1.1. Background Information

A principal responsibility of the Department of the Interior (Interior) is the administration and management of approximately 260,000 accounts containing money held in trust by the United States for individual American Indians and Indian Tribes. A significant amount of the money in these accounts is derived from recurring payments for the use of land or resources held in trust by the United States for the benefit of individual Indians. There are at present approximately 100,000 or more leases for lands and/or surface resources that provide recurring income. (This purchase order does not address non-recurring payments or payments of oil and gas royalties or other subsurface income.)

Bureau of Indian Affairs (BIA) agency real estate services offices lease Indian lands and maintain records (ownership records, lease records, lease payment records, lease distribution records, inheritance cards, address records, etc.) necessary to determine who is entitled to the income from trust lands managed by Interior. For purposes of this statement of work, BIA agencies include Indian tribes that contract or compact the BIA realty and/or probate functions pursuant to the Indian Self-Determination and Education Assistance Act, 25 U.S.C. §450, *et. seq.* There are approximately 90 such locations that manage leases and collect income for individual Indians.

The Office of Trust Funds Management (OTFM) within the Office of the Special Trustee for American Indians (OST) is the custodian of income from Indian trust lands and resources. OTFM distributes these funds pursuant directions given by BIA.

Interior has initiated a broad effort to reengineer current trust business processes into more efficient, integrated and beneficiary-centric trust business processes. This effort is led by OST through its Trust Program Management Center in Albuquerque, New Mexico. A lockbox service for lease income has been identified as an important improvement in the way lease payments are processed in order to minimize the risk of misplaced or stolen payments, minimize the delay of depositing funds to the beneficiaries' accounts and provide better reporting and accountability. OST will acquire lockbox services through this purchase order as a bridge to the implementation of a more fully integrated lockbox service that will be established after Interior's financial operations have been re-engineered.

1.2. Purpose

The primary purpose of this purchase order is to provide commercial wholesale lockbox services in a manner that complies with Interior's current court ordered requirements for preserving and protecting Individual Indian Trust Data and trust records from unauthorized access or disclosure.

Important Note: *The vendor will be dealing with information determined to be Individual Indian Trust Data (IITD). Pursuant to court orders in the matter of Cobell v. Norton and other*

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directives issued by Interior, this information is subject to stringent protections against any unauthorized access and/or disclosure and no record (including any copy thereof in any form that contains IITD may be destroyed. Furthermore, no IITD may be saved to or stored on a PC or laptop's local hard drive and no computer accessing or creating IITD, or connected to a network providing access to IITD, may be connected directly or indirectly to the Internet.

1.3. Scope of Work

Except as provided for in *Section 5 Government Furnished Property and Services*, the vendor shall provide all personnel, materials, supervision and other items and services necessary to accomplish the specific tasks defined in this Statement of Work.

1.4. Staffing

All vendor employees who perform services for Interior under this purchase order must pass a security background check in accordance with Interior requirements for its employees. Refer to *Section 4.4 Suitability Determinations* for more information. Whenever new personnel are hired or considered for this task, the vendor shall expedite security paperwork in order to minimize the waiting period before they can be used. **Note:** *An employee must receive a favorable initial screening before the employee performs any work under this purchase order.*

1.5. Security, Disaster Recovery & Continuous Provision of Services

The vendor shall safeguard all government property, records and information that are used, created or processed under this purchase order. All documents, data, images, or other forms of information received, created, or processed by the vendor in the performance of these lockbox and returned mail services are to be protected against unauthorized disclosure, unauthorized access, loss, theft and/or destruction. At the end of each work period, all facilities, equipment, materials and data covered by this purchase order shall be secured.

The vendor shall provide for the recovery of data and the ability to continue to provide lockbox and returned mail services at the same level and with the same degree of security at a backup site in the event that the primary facility becomes unusable for a period of more than 48 hours.

The vendor shall prepare and follow a "General Support System Security Plan" and an "Information Technology (IT) Security Program" within 75 days of the award according to guidelines provided by Interior. To the extent that the vendor has already accomplished this through the preparation of a SAS-70 or other documentation, reference to the document in the required plan may satisfy this requirement. In any case, Interior's review and acceptance of these plans is required prior to commencing performance under the purchase order.

The contractor also shall agree to establish and follow any additional security precautions Interior subsequently deems necessary to ensure proper and confidential handling of its records and data.

1.6. Records

The vendor shall create access, maintain and deliver only those records that are specifically related to the project purchase order. By means to be arranged with Interior, the vendor will preserve everything it processes under this contract, including the envelopes containing checks, remittances or correspondence, and any records created under this purchase order. It is expected that permanent storage and preservation will be provided by Interior at a government facility

2. ACRONYMS

BIA	Bureau of Indian Affairs
CFR	Code of Federal Regulations
DOI	Department of the Interior
IIM	Individual Indian Money (Account)
IITD	Individual Indian Trust Data
OPM	Office of Personnel Management
OST	Office of the Special Trustee for American Indians
OTFM	Office of Trust Funds Management
POC	Point of Contact
TFAS	Trust Funds Accounting System
USC	United States Code

3. SPECIFIC TASK REQUIREMENTS

3.1. Special Requirements

The vendor shall be required to protect and preserve Individual Indian Trust Data and trust records created or used in performing this task. At the present time, pursuant to orders of the Court in the matter of *Cobell v. Norton*, Individual Indian Trust Data and trust records must be preserved permanently and must not be accessible from the internet in any manner, either directly or indirectly.

The vendor shall be required to process and store separately from its other clients' work all Interior lockbox receipts and other related information it captures or creates. The server used to capture data and images and to create records and reports shall be housed and hosted by OST's Chief Information Officer at OST in Albuquerque.

3.2. Provide Lockbox Services

The vendor shall be required to setup and provide lockbox services. The lockbox services are intended to speed mail receipts, check collection, check processing and deposit to the United States Treasury. The vendor shall:

- Establish the appropriate Post Office box(es) in the name of the Bureau of Indian Affairs
- Provide separate secure space for processing Interior's receipts

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- Collaborate in the development of the combined bill and coupon to be used in collecting and processing Interior's receipts
- Program and configure the separate mail processing equipment required for processing Interior's receipts
- Process remittances received through the Post Office box(es) according to BIA agency specific instructions jointly developed under this purchase order
- Endorse all checks for deposit
- Credit the total proceeds of the remittances processed to a designated account with the United States Treasury
- Reconcile daily receipts with the daily deposits
- Image everything processed
- Provide images of remittances received each day to the respective agencies for whom the payments were received
- Provide an interface with Interior's interim funds receivable system
- Prepare all envelopes, correspondence, invoices, coupons, and photocopies of the remittances for delivery each day to OST.

3.3. Returned Mail Services

Returned mail services consist of processing and imaging Treasury checks that could not be delivered by the U.S. Post Office. These checks shall be imaged and re-deposited to the Treasury. Images and information concerning the re-deposited checks shall be provided each day to OST in Albuquerque.

3.4. Equipment Purchase

The vendor shall be required to purchase the following equipment/ maintenance agreement. The government will retain all rights to this equipment at contract completion.

- 2 Opex 3600I AZ or equal
- 1 Opex 3600I DSM or equal
- 2 Opex 3600I maintenance 3 years or equal
- 1 Opex 3600I maintenance 3 years or equal
- 2 NCR 7731 AZ or equal
- 1 NCR 7731 DSM or equal
- 2 NCR 7731 maintenance 3 years or equal
- 1 NCR 7731 maintenance 3 years or equal
- 2 Software AZ or equal
- 1 Software DSM or equal
- 1 Slicer

4. CONTRACT REQUIREMENTS

4.1. Place of Performance

Work under this purchase order is to be performed at the vendor's facilities.

4.2. Period of Performance

The period of performance under this purchase order is for a one (1) year base period commencing on the date of award, and up to four (4) option periods totaling a maximum of four (4) additional years, unless modified or terminated earlier.

4.3. Level of Effort

This purchase order for the provision of commercial wholesale lockbox services will begin with the provision of lockbox services for two (2) BIA agencies: the Anadarko Agency and the Concho Agency, both of which are located in Oklahoma. Next, the Pima Agency in Arizona will be added, along with transferring lockbox services from an existing lockbox in San Francisco for the Palm Springs Field Office and the Southern California Agency and from an existing lockbox in Albuquerque for returned mail. It is anticipated that forty-seven (47) more BIA agencies will be added within the first six months of operation and that approximately ninety (90) BIA agencies will be served by the lockbox by the end of the first year.

Interior estimates that the volume of returned mail to be processed is normally less than 1000 items per month.

Interior estimates that there are approximately 115,000 surface leases for which the lockbox would receive payment. It estimates that 80 percent of these leases are on an annual payment schedule. Nearly all of the annual payments are due in December or January of each year. Interior estimates that the volume of items to be processed in the other 10 months would range from 15,000 to 20,000 and that the total volume to be processed per year beginning in the second year of the task would be approximately 300,000 items.

4.4. Suitability Determinations

The information processed under this purchase order is sensitive; the sensitivity level is determined to be: Level 6C – High Risk Public Trust. Background investigations are required for Level 6C positions.

Contractor personnel who occupy positions under this purchase order, are subject to the Personnel Security Requirements For DOI Contracts (see below) and shall not commence work under the purchase order until the COR and/or government Security Officer have cleared them in writing.

PERSONNEL SECURITY REQUIREMENTS FOR DOI CONTRACTS

In accordance with Federal law, Interior and/or BIA policies, each vendor employee will be subject to a background investigation under this purchase order, as determined by the Contracting Officer's Representative (COR) or Security Program Office. In addition, every vendor employee, while working with Interior's information technology systems, is required to receive a "favorable" screening prior to a grant of access to those DOI systems and records. The

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term “vendor employee” shall apply to all persons performing under this purchase order whether employed by the vendor directly or through a subcontractor.

1. Personnel Security Forms. Upon the written request of the COR, the Security Program Office shall provide security forms to the vendor to be completed as soon as possible. The Security Program Office must provide these forms to the vendor. The vendor or any subcontractor will be required to submit security forms for persons directly associated with the requirement and determined to need a security clearance.

The following forms are required for screening and to initiate a background investigation:

- (1) OPM Optional Form (OF) 306, Declaration of Federal Employment
- (2) OPM Standard Form (SF) 85P, Questionnaire for Public Trust Positions
- (3) FD 258, Applicant (Fingerprint Card)
- (4) Release to Obtain Credit Information

The vendor shall ensure that each employee completes and furnishes the completed security forms directly to the Security Program Office. Completed forms shall be submitted within a reasonable time (time to be mutually agreed upon by vendor and COR or Security Program Office).

2. Investigative Requirements. Risk and investigative requirements, under this purchase order, are determined by the potential risk of the vendor’s position or vendor activity. The risk for this purchase order is determined to be High or Moderate risk level. The costs are considered an allowable expense for reimbursement purposes.
3. OMB Circular No. A-130 Screening. The Security Program Office will assess whether each vendor employee’s past conduct, as disclosed in the security forms, poses a risk of harm. The vendor’s personnel shall not have access to DOI information technology systems, unless they have received a favorable screening and until the IT Security Officer has assigned a user-id and password granting access to DOI information technology systems.
4. Suitability Determination. Upon completion of the screening by Security Program Office, coordination will occur between Interior and OPM to conduct a background investigation for each individual vendor’s employee(s) to determine suitability. Upon completion and receipt of the OPM investigative report, the Security Program Office will determine whether each vendor employee is determined to be suitable as provided by 5 CFR Part 731, Department of Interior – 441 Departmental Manual Chapter 5. This process involves assessment of the impact (or potential impact) of conduct on the performance of activities, including any indicated risk of abuse of the public trust in carrying out specific duties and activities.
5. Access to DOI Facilities and Information Technology Systems. Upon written justification, the DOI reserves the right to deny a vendor and its employees and

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subcontractors, access to its facilities and/or information technology systems. Based upon information provided by vendor employee(s), information provided by the vendor or investigative information, the Security Program Office may determine, at any time, a vendor employee is unsuitable to perform work under this purchase order and recommend revocation of access to the IT Security Officer. Failure to complete and submit the required security forms or to truthfully answer all questions contained in the security forms shall constitute grounds for the denial or revocation of access to DOI information technology systems. Denial of access to DOI information technology systems or a determination the vendor employee is unsuitable does not preclude the Contractor from employing the individual in a capacity not associated with this contract.

6. Vendor Responsibilities Regarding Access to DOI Facilities and Information Technology. The vendor and its subcontractors are responsible for immediately reporting to the Security Program Office (referenced above) any circumstance which may affect the suitability of an individual for access to DOI information technology resources or determination of suitability. Vendor and its subcontractors are responsible for reporting changes in employee roster, including new hires, termination and transfers to positions which are unrelated to this purchase order to the COR within ten (10) calendar days of the change.
7. COR Responsibilities. The COR must direct all security concerns and issues directly to the Security Program Office. If, subsequent to the date of award of this purchase order, risk designation and investigative requirements are changed by the Government, and the changes cause an increase or decrease in vendor costs or otherwise affect any other term or condition of this purchase order, the COR must notify the Contracting Officer in writing and the purchase order shall be modified, as if, the changes were directed under the Changes clause of the contract.
8. Contractor Identification Badges. The IT Security Officer or any other designee will determine if there is a need to issue identification badges to vendor employees who are working in DOI offices where photo identification is required to gain access.

The vendor shall be responsible for managing its workforce to ensure that a sufficient number of employees who meet all employment suitability requirements are available to perform the duties required under the purchase order. If it has been over one (1) year since a vendor employee has worked in a position on a Federal contract for which such an employment suitability determination was required, a new determination is necessary before that employee can commence work under this purchase order

4.5. Removal of Vendor Employees

Interior shall have and exercise complete control over granting, denying, suspending, and terminating employment suitability clearances for vendor employees and prospective vendor employees. If Interior receives an unsuitable report on any contractor employee after processing his or her forms, or finds a prospective contractor employee unsuitable or unfit for his or her assigned duties, the COR will advise the vendor.

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Where temporary favorable suitability determinations have been granted, the government Contracting Officer may direct the vendor to immediately remove from the performance of duties under this purchase order any vendor employee who has failed to receive a favorable suitability determination, whose continued employment is deemed contrary to the public interest, inconsistent with the best interests of security, or is identified as a potential threat to the health, safety, security, general well being or operational mission of the agencies, bureaus, and its population. The Contracting Officer may also direct the vendor to immediately remove any vendor employee from the task should it be determined that the individual being assigned to duty has been disqualified for suitability reasons, or has been found to be unfit for performing duties during their tour(s) of duty.

The government's determination of unfitness may be made from, but not limited to, incidents involving the misconduct or delinquency set forth below:

- (a) falsification or unlawful concealment, removal, mutilation or destruction of any official document or record, or concealment of material facts by willful omissions from official documents or records;
- (b) theft, vandalism, or any other criminal actions;
- (c) improper use of official authority or credentials;
- (d) unauthorized use of government property
- (e) violation of security procedures or regulations
- (f) violation of the Privacy Act of 1974

4.6. Limited Use of Information

Information made available to the vendor by the government for the performance or administration of this effort shall be used only for those purposes and shall not be used in any other way without written authorization from the Contracting Officer. This restriction also applies to public information provided to the vendor for use in performance or administration of this effort. (Public information obtained from public sources is not subject to this restriction.) If the vendor is uncertain about the availability or proposed use of information provided for the performance or administration, the vendor shall consult with the COR regarding use of that information for other purposes.

The vendor agrees to assume responsibility for protecting the confidentiality of government records, which are not public information. Each offeror or employee of the vendor to whom information may be made available or disclosed shall be notified in writing by the vendor that such information may be disclosed only for a purpose and to the extent authorized herein.

4.7. Non-Disclosure of Information

All vendor employees shall sign and submit a copy of the Non-Disclosure Agreement. The details of any security safeguards that the vendor may design or develop under this purchase order are the property of the government and shall not be published or disclosed in any manner

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without the Contracting Officer's written consent. Likewise, the details of any security safeguards that may be revealed to the vendor by the government in the course of performances under this purchase order shall not be published or disclosed in any manner without the Contracting Officer's written consent. Any information made available in any format shall be used only for the purpose of carrying out the provisions of this contract. Information contained in such materials shall not be divulged or made known in any manner to any person except as may be necessary in the performance of this purchase order. Disclosure to anyone other than an authorized officer or employee of the vendor shall require written approval of the Contracting Officer.

Any information with personal identifiers shall be accounted for upon receipt and properly stored before, during and after processing. In addition, all related output shall be given the same level of protection as required for source materials.

The vendor shall not allow employees to use files (scripts) which contain the employee's password(s) for logging onto systems. Multi-user systems or networks used to process data under this purchase order shall use a pre-logon warning message (see attachment A), or a similar banner approved by the OST Information Systems Security Officer.

Under no circumstance is the vendor permitted to make use of government computer systems, information, equipment, software, supplies, or accounts for purposes other than the performance of this purchase order.

4.8. Limited Use of Proprietary Data

Performance of this effort may require the vendor to access and use data and information proprietary to a government agency or government contractor, which is of such a nature that its dissemination or use, other than in performance of this effort, would be adverse to the interests of the government and/or others.

The vendor and/or vendor employees shall not divulge or release data or information developed or obtained in performance of this effort, until made public by the government, except to authorized government personnel or upon written approval of the CO. The vendor shall not use, disclose, or reproduce proprietary data, which bears a restrictive legend, other than as required in the performance of this effort. Nothing herein shall preclude the use of any data independently acquired by the vendor without such limitations or prohibit an agreement at no cost to the government between the vendor and the data owner, which provides for greater rights to the vendor.

4.9. Liability for Disclosure

The vendor shall be held liable for any and all damages resulting from any inappropriate disclosure of information/data by vendor employees or via any system used by the vendor. Should the vendor become aware of the need for additional safeguards, the vendor must immediately notify the COR.

4.10. Data Security

Unless otherwise identified by the government, all information, computer systems, LANs, and other telecommunications systems are to be categorized as high criticality/high sensitive systems. If the vendor becomes aware of a need for additional safeguards or the need for a new safeguard to maintain an appropriate level of security, the vendor must notify the Contracting Officer Representative (COR) immediately. Such security vulnerability shall be resolved by mutual agreement between the vendor and the COR.

4.11 Pricing and Invoicing

Pricing shall be presented as follows:

The vendor shall bill for processing at a per-item fixed rate based on a volume range.

Costs for build-out necessary to meet Interior's special requirements shall be proposed as time and materials in the base year.

Costs for set up and programming of the separate equipment shall be proposed as time and materials in the base year.

Necessary costs for travel, when authorized by the COR in advance, may be reimbursed at government travel rates as other direct costs.

Due to the additional efforts and risks associated with meeting Interior's special requirements, a management fee to cover additional management costs shall be proposed as time and materials.

4.12. Contractor Interfaces

The vendor and/or its subcontractors may be required as part of the performance of this effort to work with other contractors working for the government. Such other contractors shall not direct this vendor and/or its subcontractors in any manner. Also, this vendor and/or its subcontractors shall not direct the work of other contractors in any manner.

The government shall establish an initial contact between the vendor and other contractors and shall participate in an initial meeting at which the conventions for the scheduling and conduct of future meetings/contacts will be established. Any CORs of other efforts shall be included in any establishment of conventions.

4.13. Continuity of Services (Successor Contracts) [FAR 52.237-3 (Jan 1991)]

(a) The vendor recognizes that the services under this contract are vital to the government and must be continued without interruption and that, upon expiration of the purchase order, a successor, either the government or another vendor, may continue them. The vendor agrees to—

- (1) Furnish phase-in training; and

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(2) Exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor.

(b) The vendor shall, upon the Contracting Officer's written notice,

(1) furnish phase-in, phase-out services for up to 90 days after this purchase order expires and

(2) negotiate in good faith a plan with a successor to determine the nature and extent of phase-in, phase-out services required.

The plan shall specify a training program and a date for transferring responsibilities for each division of work described in the plan, and shall be subject to the Contracting Officer's approval. The vendor shall provide sufficient experienced personnel during the phase-in, phase-out period to ensure that the services called for by this purchase order are maintained at the required level of proficiency.

(c) The vendor shall allow as many personnel as practicable to remain on the job to help the successor maintain the continuity and consistency of the services required by this task. The vendor also shall disclose necessary personnel records and allow the successor to conduct on-site interviews with these employees. If selected employees are agreeable to the change, the vendor shall release them at a mutually agreeable date and negotiate transfer of their earned fringe benefits to the successor.

(d) The vendor shall be reimbursed for all reasonable phase-in, phase-out costs (i.e., costs incurred within the agreed period following the expiration of the purchase order that result from phase-in, phase-out operations) and a fee (profit) not to exceed a pro rata portion of the fee (profit) under this contract.

5. GOVERNMENT FURNISHED PROPERTY AND SERVICES

5.1 Government Furnished Property

5.1.1. Government Furnished Equipment

The government will provide computer hardware (server) at OST suitably configured to perform the assigned tasks.

5.1.2 Government Furnished Records

The government will provide either paper documents or access to electronic records necessary to carry out the tasks assigned under this contract.

5.2. Government Furnished Services

5.2.1. Computer Access

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The government will provide the vendor with access to its computer network, systems and software as required for the performance of this task, in accordance with existing departmental systems and security requirements.

5.2.2. Infrastructure Services

The government will furnish secure data communications services (communications circuits) between the vendor's facilities and OST.

5.2.3. Guidance Services

The government's Contracting Officer or his/her representative (COR) will be available to answer the vendor's questions concerning the assigned tasks.

The government also will provide the vendor approved access to information necessary to execute its responsibilities either in hardcopy format, a Microsoft Office 2000 document, or a web site address. A list of mandatory information cited in this Statement of Work can be found at *Section 7 References*.

6. DELIVERABLES

6.1. Products

Lockbox receipts shall be processed and deposited the same day they are received. All correspondence, including envelopes and returned mail received in the lockbox shall be imaged and forwarded to OST in Albuquerque for retention.

6.2. Processes

The vendor shall process the work in the manner specified in the Standard Operating Procedures (SOP) prepared for this purchase order and as modified by future regulations and business practices employed by the government. (The SOP should be promptly revised to reflect such changes as they occur.)

6.3. Reports

The vendor shall provide monthly and quarterly reports of production to the government's project manager and the COR in a format agreed to by both parties in both a hardcopy and electronic format. The report will be due by the fifth business day following the end of the reporting month.

7. REFERENCES

The vendor shall be knowledgeable of and follow the applicable requirements in the following publications:

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Laws

- Public Law 100-235, Computer Security Act of 1987, January 8, 1998.
- Public Law 104-106, Division E, 40 U.S.C. 1401, Information Technology Management Reform Act (ITMRA) of 1996 (Clinger-Cohen Act), February 10, 1996.
- Public Law 106-398, Title X, Subtitle G, Government Information Security Reform Act (GISRA), October 30, 2000.
- Public Law 107.347, Title III, Federal Information Security Management Act (FISMA) of 2002, December 17, 2002.

Office of Management and Budget Publications

- OMB Circular No. A-123 Revised, Management Accountability and Control, June 21, 1995.
- OMB Circular No. A-127, Financial Management Systems, July 23, 1993.
- Office of Management and Budget Circular No. A-130, Management of Federal Information Resources, November 28, 2000.
- OMB Memorandum 99-20, Security of Federal Automated Information Resources, June 23, 1999.
- OMB Memorandum 00-07, Incorporating and Funding Security in Information Systems Investments, February 28, 2000.

National Institute of Standards and Technology Special Publications

- NIST Special Publication 800-4, Computer Security Considerations in Federal Procurements: A Guide for Procurement Initiators, Contracting Officers, and Computer Security Officials, March 1992.
- NIST Special Publication 800-6, Automated Tools for Testing Computer System Vulnerability, December 1992.
- NIST Special Publication 800-12, An Introduction to Computer Security: The NIST Handbook, October 1995.
- SPEC PUB 800-14, Generally Accepted Principles And Practices For Securing Information Technology Systems, June 1996.
- NIST Special Publication 800-18, Guide for Developing Security Plans for Information Technology Systems, December 1998.
- NIST Special Publication 800-26, Security Self-Assessment Guide for IT Systems, November 2001.
- NIST Special Publication 800-27, Engineering Principles for Information Technology Security (A Baseline for Achieving Security), June 2001.
- NIST Special Publication 800-30, Risk Management Guide for Information Technology Systems, January 2002.
- NIST Special Publication 800-34, Contingency Planning Guide for IT Systems, Draft, January 15, 2002.
- NIST Special Publication 800-37, Certification & Accreditation, Draft, October 2002.

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- NIST Special Publication 800-40, Procedures for Handling Security Patches, Draft, April 1, 2002.
- NIST Special Publication 800-42, Guideline on Network Security Testing, Draft, February 4, 2002.
- NIST Special Publication 800-47, Security Guide for Interconnecting IT Systems, August 2002.

Interior Publications

- Part 375 Departmental Manual, Chapter 19, Information Technology Security Program, April 15, 2002.
- Part 441, Departmental Manual, Personnel Security.
- Part 444, Departmental Manual, Physical Security.
- Interior Information Technology Security Plan, Version 2, April 15, 2002.
- Interior System Security GSS Planning Guide and Template, April 30, 2002.
- Interior System Security MA Planning Guide and Template, April 30, 2002.
- Interior Risk Assessment Guide, April 30, 2002.
- Interior IT System Contingency Planning Guide, April 30, 2002.
- DOI IT Asset Valuation Guideline, March 4, 2003.
- OCIO Bulletin 2002-015, Privacy Impact Assessments for Department of the Interior Information Systems, October 18, 2002.
- OCIO Bulletin 2003-003, Interim Guidance for Certification and Accreditation of Information Technology Systems, April 11, 2003.
- CIO Memo, Guideline for Determining and Designating Information Technology Enclaves, March 20, 2003.

Other Publications

- Presidential Decision Directive 63, Protecting America's Critical Infrastructures, May 22, 1998.
- Federal Sector Critical Infrastructure Planning Guide, 1998.
- Vulnerability Assessment Framework, October 1998.

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[Exhibit A]

