

1. REQUISITION NUMBER: 11PR-OFS-104
 PAGE OF: 1 9
 2. CONTRACT NO.: TIRNO-09-Z-00014
 3. AWARD/EFFECTIVE DATE: 02/28/2011
 4. ORDER NUMBER: OFS0001
 5. SOLICITATION NUMBER: [Blank]
 6. SOLICITATION ISSUE DATE: [Blank]

7. FOR SOLICITATION INFORMATION CALL: PEGGY WRIGHT
 a. NAME: PEGGY WRIGHT
 b. TELEPHONE NUMBER: (No collect calls)
 8. OFFER DUE DATE/LOCAL TIME: [Blank]

9. ISSUED BY: OFS
 DEPARTMENT OF THE TREASURY
 1500 PENNSYLVANIA AVE., N.W.
 WASHINGTON DC 20220
 CODE: OFS
 10. THIS ACQUISITION IS:
 UNRESTRICTED OR
 SET ASIDE: % FOR:
 SMALL BUSINESS EMERGING SMALL BUSINESS
 HUBZONE SMALL BUSINESS SOLE SOURCE
 SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS 8(A)

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED: SEE SCHEDULE
 12. DISCOUNT TERMS: [Blank]
 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700):
 13b. RATING: [Blank]
 14. METHOD OF SOLICITATION: RFQ IFB RFP

15. DELIVER TO: OFS-1
 DEPARTMENT OF THE TREASURY
 1801 L STREET, NW
 WASHINGTON DC 20036
 CODE: OFS-1
 16. ADMINISTERED BY: OFS
 DEPARTMENT OF THE TREASURY
 1500 PENNSYLVANIA AVE., N.W.
 WASHINGTON DC 20220
 CODE: OFS

17a. CONTRACTOR/OFFEROR: ESI INTERNATIONAL INC
 901 NORTH GLEVE ROAD
 SUITE 200
 ARLINGTON VA 22203-1808
 CODE: 120840798
 FACILITY CODE: [Blank]
 18a. PAYMENT WILL BE MADE BY: ARC/ASD/OFS
 ARC/ASD/OFS
 AVERY 3G
 P.O. BOX 1328
 PARKERSBURG WV 26106-1328
 CODE: ARC/ASD/OFS
 TELEPHONE NO.: [Blank]

17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER
 18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED SEE ADDENDUM

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
0001	BPA Call - Mentor Program Training Delivery: 03/01/2011 Accounting Info: OFS0128SE11XX-2011-610001-OFS1231150-2528-00000000 -XXX-XX-XXXXXXXXXX-XXXXXXXXXX-XXXXXXXXXX Period of Performance: 02/28/2011 to 03/01/2011 Mentor Program training - [Redacted] Continued ... (Use Reverse and/or Attach Additional Sheets as Necessary)				6,563.00

25. ACCOUNTING AND APPROPRIATION DATA: See schedule
 26. TOTAL AWARD AMOUNT (For Govt. Use Only): \$6,563.00

27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA ARE ARE NOT ATTACHED
 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA ARE ARE NOT ATTACHED

28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 1 COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.
 29. AWARD OF CONTRACT REF. OFFER DATED [Blank], YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:

30a. SIGNATURE OF OFFEROR/CONTRACTOR: [Signature]
 31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER): [Signature]

30b. NAME AND TITLE OF SIGNER (Type or print): [Redacted]
 30c. DATE SIGNED: 2.24.11
 31b. NAME OF CONTRACTING OFFICER (Type or print): PEGGY J. WRIGHT
 31c. DATE SIGNED: 2/24/2011

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	The total amount of award: \$6,563.00. The obligation for this award is shown in box 26.				

32a. QUANTITY IN COLUMN 21 HAS BEEN RECEIVED INSPECTED NOTED: _____ ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE _____ 32c. DATE _____ 32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE _____

32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE _____ 32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE _____
 32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE _____

33. SHIP NUMBER _____ 34. VOUCHER NUMBER _____ 35. AMOUNT VERIFIED CORRECT FOR _____ 36. PAYMENT COMPLETE PARTIAL FINAL _____ 37. CHECK NUMBER _____
 PARTIAL FINAL

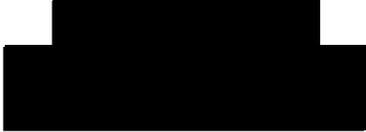
38. S/R ACCOUNT NUMBER _____ 39. S/R VOUCHER NUMBER _____ 40. PAID BY _____

41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT _____ 42a. RECEIVED BY (*Print*) _____
 41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER _____ 41c. DATE _____ 42b. RECEIVED AT (*Location*) _____
 42c. DATE REC'D (*YY/MM/DD*) _____ 42d. TOTAL CONTAINERS _____

**BPA TIRNO-09-Z-00014
Task Order OFS0001
Mentor Program Training**

1.0 GENERAL

This task order is issued in accordance with Blanket Purchase Agreement (BPA) Number TIRNO-09-Z-00014 by the Department of the Treasury, Internal Revenue Service, located at 6009 Oxon Hill Road, Suite 500, Oxon Hill, MD 20745, to:

ESI International, Inc


This task order is for use by the Department of the Treasury, Office of Financial Stability, located at 1801 L Street, NW, Washington, DC 20220, and is subject to all terms and conditions within BPA TIRNO-09-Z-00014 as well as the additional provisions set forth herein.

2.0 TYPE OF TASK ORDER AND COST BREAKDOWN

This is firm, fixed-price task order with a total not to exceed price of \$6,563.00.

3.0 TERM OF SERVICES

The period of performance for this task order shall be from February 28, 2011 to March 1, 2011.

4.0 CONTRACTOR'S PROPOSAL

The Contractor's proposal for this Task Order, dated February 10, 2011, is incorporated by reference and made a part of this Task Order. In the case of any conflict between (a) the BPA (b) this Task Order document, including the attached Statement of Work (SOW) and (c) the Task Order Proposal, the BPA shall take precedence, followed by this Task Order document, and then by the Task Order Proposal.

5.0 KEY PERSONNEL

The following are essential personnel who will be assigned the responsibility for success of the work product(s) under this task order. These individuals shall be in responsible positions so as to allocate and control all persons performing work under this task order on behalf of the Contractor. The below listed individuals are designated as "Key Personnel" for this task order:

The Contractor's designated Project Manager & Engagement Manager for this BPA/Task Order(s) is:

Name: [REDACTED]
Office No: [REDACTED]
Fax No: [REDACTED]
E-Mail: [REDACTED]

Day-to-Day Operations- Engagement Manager

Name: [REDACTED]
Office No: [REDACTED]
Fax No: [REDACTED]
E-Mail: [REDACTED]

Executive Coach and Facilitator, ESI International

Name: [REDACTED]

6.0 DEPARTMENT OF THE TREASURY POINTS OF CONTACT

The Contracting Officer designated for this task order is:

Peggy Wright
Procurement Services Division
U.S. Department of the Treasury
1500 Pennsylvania Avenue, N.W.

[REDACTED]



The COTR designated for this task order is:

Dawn Yardeni
Administrative Management Specialist
Department of the Treasury, Office of Financial Stability
1801 L St, NW



The Contracting Officer is the only person authorized to approve changes in any of the requirements of this task order. In the event the Contractor effects any changes at the direction of any person other than the Contracting Officer, the changes will be considered to have been made without authority and no adjustment will be made in the task order price to cover any increase in costs incurred as a result thereof. The Contracting Officer shall be the only individual authorized to accept nonconforming work, waive any requirement of the task order, and/or modify any term or condition of the task order. The Contracting Officer is the only individual who can legally obligate Government funds. No cost chargeable to the proposed contract can be incurred before receipt of a fully executed task order or specific authorization from the Contracting Officer.

7.0 SUBMISSION OF TASK ORDER VOUCHERS FOR PAYMENT

- a. Invoices shall be submitted in electronically to the following address:

OFS@bpd.treas.gov
- b. A copy of the invoice shall also be submitted to the COTR and Contracting Officer via e-mail simultaneously.
- c. Submission of proper invoices shall be rendered on a percentage complete basis in an amount equal to the value of the work performed.
- d. Each invoice submitted shall be supported by appropriate documentation as follows:

- (1) The Contractor shall submit an original invoice and three copies (or electronic invoice, if authorized) to the address designated in the contract to receive invoices. An invoice must include —
- (i) Name and address of the Contractor;
 - (ii) Invoice date and number;
 - (iii) Contract number, contract line item number and, if applicable, the order number;
 - (iv) Description, quantity, unit of measure, unit price and extended price of the items delivered;
 - (v) Shipping number and date of shipment, including the bill of lading number and weight of shipment if shipped on Government bill of lading;
 - (vi) Terms of any discount for prompt payment offered;
 - (vii) Name and address of official to whom payment is to be sent;
 - (viii) Name, title, and phone number of person to notify in event of defective invoice; and
 - (ix) Taxpayer Identification Number (TIN). The Contractor shall include its TIN on the invoice only if required elsewhere in this contract.
 - (x) Electronic funds transfer (EFT) banking information.
 - (A) The Contractor shall include EFT banking information on the invoice only if required elsewhere in this contract.
 - (B) If EFT banking information is not required to be on the invoice, in order for the invoice to be a proper invoice, the Contractor shall have submitted correct EFT banking information in accordance with the applicable solicitation provision, contract clause (*e.g.*, 52.232-33, Payment by Electronic Funds Transfer—Central Contractor Registration, or 52.232-34, Payment by Electronic Funds Transfer—Other Than Central Contractor Registration), or applicable agency procedures.
 - (C) EFT banking information is not required if the Government waived the requirement to pay by EFT.

- e. Invoices will be handled in accordance with the Prompt Payment Act (31 U.S.C. 3903) and Office of Management and Budget (OMB) prompt payment regulations at 5 CFR Part 1315.

8.0 INSPECTION AND ACCEPTANCE

Inspection and Acceptance shall be made by the COTR identified within this task order in accordance Section I, 17.1 of the BPA.

9.0 TASK ORDER SCOPE OF WORK

The statement of work for this task order, which is attached to this document as Attachment 1, is incorporated by reference and a part of this task order.

10.0 PLACE OF PERFORMANCE

All work under this task order will be done at the offices of the Department of the Treasury, Office of Financial Stability, 1801 L Street NW, Washington, DC.

11.0 TASK ORDER ATTACHMENTS

The following are attached and part of this task order:

Attachment 1 – Statement of Work

Attachment 1
Statement of Work

1.0 Background

The Office of Financial Stability (OFS), with the Office of Domestic Finance, has set a FY 2011 priority to retain, develop and motivate our people by focusing on staff development, succession planning and knowledge retention.

Training for project managers and those who manage Treasury contracts continues to be a priority Treasury-wide, emphasized by the certification requirements imposed by the Office of Management and Budget (OMB) and the recent requirements established for Federal Acquisition Certification for Program and Project Managers (FAC-P/PM) and Federal Acquisition Certification in Contracting (FAC-C) as recommended by the Federal Acquisition Institute (FAI).

To continue to achieve and maintain the standards required of our project managers, contracting and acquisitions personnel, it is important to provide consistency in the training they receive while at the same time providing the technical skills, knowledge, and training for the certifications required of them. Mentoring is an integral part of leadership training for all personnel involved in these positions.

The OFS Mentor Program is a voluntary, informal program which will incorporate the broad focus of work-life balance, emphasizing leadership and character development. It will enable employees to build relationships and expand networks, enhance professional skills, and become more productive OFS contributors.

2.0 Scope



2.2 Tasks

- a) Session Development –
 - (i) Contractor shall develop detailed presentation design document for OFS Input and approval

