

**Project Statement of Objectives:
Purchase of Literature Stands for RRC Career Fairs**



July 31, 2008

1.0 INTRODUCTION

As specified in Item 3.1.2 of the Tasking section of the Statement of Work (SOW) for Task Order 005, the contractor shall provide recruitment collateral production.

This Statement of Objectives (SOO) details the specific project objectives relating to the purchase of literature stands to be issued as part of that task order. The services for this project will be provided on a Firm Fixed Price basis. No work shall commence on this project prior to receipt of a properly authorized Work Authorization. Any change to this SOO shall come via issuance of an addendum and modification to the original Work Authorization document. The Contractor shall accept no oral change orders.

2.0 PERIOD OF PERFORMANCE

The anticipated period of performance for this project is one (1) months from receipt of the Work Authorization document.

3.0 TASKING

3.1 Purchase of twelve (12) literature stands for use during recruitment events.

3.2 The contractor shall:

3.2.1 Purchase twelve (12), collapsible, metal/Lucite literature stands (same brand and style purchased for the Top Secret Lounge Tent). Stands will be placed on floor within RRC recruitment booths during recruitment events to display recruitment marketing literature.

3.2.2 Each literature stand shall come with sturdy, padded carry/shipping case.

4.0 DELIVERABLES

4.1 Delivery of twelve (12) literature stands, in one shipment, to a location specified by the Government. The shipment shall be delivered by September 2, 2008.

**Project Statement of Objectives:
Development and Production of Large Waterproof Signage for the
“Top Secret Lounge”**

June 25, 2008

1.0 INTRODUCTION

As specified in Item 3.1.1 and 3.1.2 of the Tasking section of the Statement of Work (SOW) for Task Order 005, the contractor shall provide recruitment collateral development and production.

This Statement of Objectives (SOO) details the specific project objectives relating to the development and production of two (2) large waterproof signs (one for current openings and one for sponsorships) to be used with the “Top Secret Lounge” tent and to be issued as part of that task order. The services for this project will be provided on a Firm Fixed Price basis. No work shall commence on this project prior to receipt of a properly authorized Work Authorization. Any change to this SOO shall come via issuance of an addendum and modification to the original Work Authorization document. The Contractor shall accept no oral change orders.

2.0 PERIOD OF PERFORMANCE

The anticipated period of performance for this project is one (1) month from receipt of the Work Authorization document.

3.0 TASKING

3.1 Development and production of two (2) large waterproof signs to be used with the “Top Secret Lounge” tent (one for current openings and one for sponsorships).

3.2 The contractor shall:

3.2.1 Develop and produce a full-color waterproof sign that lists some of the CIA’s current open positions. Text to be determined by the Government.

3.2.1.1 The contractor shall propose two or more options (e.g. varying layout and/or images) for consideration by the Government, and shall provide mock-up versions of each available option. The contractor shall create the sign using the “Myths” theme. The contractor shall provide conceptual development, graphics design,

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artwork/photography, layout, writing, and editing/proofreading services.

3.2.1.2 This sign should be at least 30" x 40."

3.2.1.3 The sign should include capability to hang or display inside the "Top Secret Lounge" tent.

3.2.1.4 The purpose of the sign is to convey information to potential applicants about positions available within the CIA. Text shall be developed by TMP based on bullet points and/or verbiage provided by the Government.

3.2.2 Develop and produce a full-color waterproof sign that lists some of the CIA's current sponsorships in the area of the Festival. Text to be determined by the Government.

3.2.2.1 The contractor shall propose two or more options (e.g. varying layout and/or images) for consideration by the Government, and shall provide mock-up versions of each available option. The contractor shall create the sign using the "Myths" theme. The contractor shall provide conceptual development, graphics design, artwork/photography, layout, writing, and editing/proofreading services.

3.2.2.2 This sign should be at least 30" x 40."

3.2.2.3 The sign should include capability to hang or display inside the "Top Secret Lounge" tent.

3.2.2.4 The purpose of the sign is to convey information to potential applicants about positions available within the CIA. Text shall be developed by TMP based on bullet points and/or verbiage provided by the Government.

4.0 DELIVERABLES

4.1 Delivery of two (2) large waterproof signs (one for current openings and one for sponsorships) to a location specified by the Government by August 1, 2008.

5.0 SPECIAL CONSIDERATIONS

5.1 The Government is entitled to unlimited revisions of creative and textual elements. The Government shall send the contractor written approval of the final brochure prior to considering the project complete.

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