

**Project Statement of Objectives:
Giveaways for Top Secret Lounge Events**

March 10, 2009

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 development and production of marketing giveaways and accessories for the RRC.

This Statement of Objectives (SOO) details the specific project objectives relating to the purchase of giveaways for the Top Secret Lounge Events 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 six (6) weeks from receipt of the Work Authorization document.

3.0 TASKING

3.1 Purchase of Top Secret Lounge giveaways.

3.2 The contractor shall:

3.2.1 Purchase the following:

- 3,000 Kids lanyards
- 5,000 Luggage Tags
- 500 Wide mouth 19oz. water bottles
- 5,000 Mylar Balloons (2,500 in each color)
- 2,000 electronic fans or water bottle fans

3.2.2 The first four items must have been approved by the Government. The electronic fans would be new and must be approved by the Government.

3.2.3 The giveaways should be made in the U.S.A.

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4.0 DELIVERABLES

4.1 Delivery of all items listed in 3.1 to a location specified by the Government by April 10, 2009.

5.0 SPECIAL CONSIDERATIONS

5.1 Quality Requirements:

- 5.1.1 The Contractor shall ensure that the design updates/changes meet the program objectives.
- 5.1.2 The Contractor is expected to inspect all products before finalizing delivery to the CIA. Inspection shall be performed by the Contractor on-site at manufacturer/production facilities or by random sample sent to Contractor.
- 5.1.3 The CIA will provide written notice of acceptance within 48 hours of receipt of products.

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