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**Project Statement of Objectives:  
Giveaways for Arab American Scholarship Dinner**

**February 17, 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 Arab American Scholarship Dinner 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 reusable tote bags and insulated travel mugs.

3.2 The contractor shall:

3.2.1 Purchase one hundred (100) tote bags and insulated travel mugs.

3.2.2 The tote bags and the travel mugs must have The Lebanese Heritage Club Logo as well as the CIA Logo on them.

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

**4.0 DELIVERABLES**

4.1 Delivery of all reusable tote bags and insulated travel mugs listed in 3.1 to a location specified by the Government by April 10, 2009.

**5.0 SPECIAL CONSIDERATIONS**

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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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