

ATTACHMENT "B1"

OCI REPRESENTATION STATEMENT

Name of Person or Organization: Matrix Publishing Services

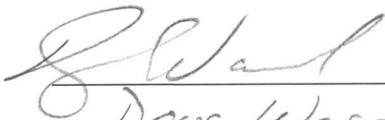
I hereby certify (or as a representative of my organization, I hereby certify) that, to the best of my knowledge and belief, no facts exist relevant to any past, present or currently planned interest or activity (financial, contractual, personal, organizational or otherwise) that relate to the proposed work; and bear on whether I have (or the organization has) a possible conflict of interest with respect to (1) being able to render impartial, technically sound, and objective assistance or advice; or (2) being given an unfair competitive advantage. I provide a detailed description of the internal processes undertaken to conduct our internal OCI review in the attached page(s).

Signature:  Date: 12/18/2012
Name: Doug Ward
Organization: Matrix Publishing Services
Title: President

ATTACHMENT "B2"

OCI DISCLOSURE STATEMENT

I hereby certify (or as a representative of my organization, I hereby certify) that, to the best of my knowledge and belief, all relevant facts – concerning past, present or currently planned interests or activities (financial, contractual, organizational or otherwise) that relate to the proposed work and bear on whether I have (or the organization has) a possible conflict of interest with respect to (1) being able to render impartial, technically sound, and objective assistance or advice, or (2) being given an unfair competitive advantage are fully disclosed on the attached ____ page(s). I also provide a detailed description of the internal processes undertaken to conduct our internal OCI review in the attached pages.

Signature:  Date: 12/18/2012
Name: Doug Ward Title: President
Organization: Matrix Publishing Services

* Additional Guidance for the Preparation of OCI Disclosure:

For ease of presentation, the OCI information is divided into four parts, indicating whether the possible OCI is: organizational, contractual, financial, or other.

- List the company, agency, organization in which I (or my organization) have a past, present, or currently planned interest or activity (financial, contractual, organizational, or otherwise).
 - Provide a brief description of the relationship according to the guidelines set forth in Section II and III, as applicable. Be sure to include:
 - The period of the relationship;
 - the extent of the relationship (such as value of financial interest of work; percent of total holdings, total work, etc.); and
 - a mitigation plan, as necessary.

ATTACHMENT "C"

OCI ONGOING OBLIGATIONS CERTIFICATION

I recognize that OCI is an ongoing obligation. Should I or my organization become aware of any actual or potential OCIs during performance of this contract, I or my organization will advise the Department of State and (Contractor/Applicant Name) and propose mitigation or explain why none is needed. I provide a description of internal controls for ensuring OCI does not arise during the Project on the attached page(s).

Signature *[Handwritten Signature]* Date: 12/18/2012

Name: *Doug Ward*

Title: *President*

Organization: *Matrix Publishing Services*

*ERM
DW*

ATTACHMENT "D"
OCI QUESTIONNAIRE

Name of Person or Organization: Matrix Publishing Services

1. Will you (or your organization) be involved in the performance of any portion of the proposed work?
 No.
 Yes. The portion of the proposed work; the proposed hours and dollar value; and the type of involvement are fully disclosed on the attached pages. *Matrix employees will make PDFs 508 compliant per Work Authorization*

2. What is (are) the major type(s) of business conducted by you (or your organization)? Please reply on the attached pages.

3. Do you (or your organization) have any affiliates?¹ All questions in this questionnaire apply to affiliates as well. Whenever possible, each affiliate should submit a separate questionnaire (for instance, to avoid completing a large number of questionnaires), this questionnaire must incorporate information regarding all affiliates.
 No.
 Yes. The name and a description of the major type(s) of business that each affiliate conducts are disclosed on the attached pages.

4. Will any of the following be involved in performing the proposed work: (a) any entities owned or represented by you (or your organization); (b) your organization's Chief Executive or any of its directors; or (c) any affiliates?¹
 No.
 Yes. A full disclosure and discussion is given in the attached pages.

Doug Ward > officers of Matrix will work on making PDFs 508 compliant
Julie Quickel

¹The term "affiliates" means business concerns which are affiliates of each other when either directly or indirectly one concern or individual controls or has the power to control another, or when a third party controls or has the power to control both.

5. Are you (or your organization) an energy concern?²

- No.
 Yes. A full disclosure and discussion is given on the attached pages.

6. Within the past three years, have you (or your organization) have a direct or indirect relationship (financial, organizational, contractual or otherwise) with any business entity that could be affected in any way by the proposed work?

- No.
 Yes. List the business entity(ies) showing the nature of your relationship (including the dates of the relationship) and how it would be affected by the proposed work under this solicitation.

7. What percentage of your total income for the current and preceding fiscal years resulted from arrangements with any of the entities identified in Question 6 above?

___% For the current fiscal year -- from _____ to _____.
___% For the preceding fiscal year -- from _____ to _____.
___% For the second preceding fiscal year -- from _____ to _____.

8. Do you (or your organization) currently have or have you had during the last 6 years any arrangements (for example, contracts and cooperative agreements) awarded, administered, or funded -- wholly or partly -- by the Department of State or any other Federal agency which relate to the proposed Statement of Work?

- No.
 Yes. A full disclosure and discussion is given on the attached pages.

² The term "energy concern" includes:

- i. Any person significantly engaged in the business of developing, extracting, producing, refining, transporting by pipeline, converting into synthetic fuel, distributing, or selling minerals for use as an energy source, or in the generation or transmission of energy from such minerals or from wastes or renewable resources;
- ii. Any person holding an interest in property from which coal, natural gas, crude oil, nuclear material or a renewable resource is commercially produced or obtained;
- iii. Any person significantly engaged in the business of producing, generating, transmitting, distributing, or selling electric power;
- iv. Any person significantly engaged in development, production, processing, sale or distribution of nuclear materials, facilities or technology; and
- v. Any person --

(1) significantly engaged in the business of conducting research, development, or demonstration related to an activity described in paragraphs (i) through (v); or

(2) significantly engaged in conducting such research, development, or demonstration with financial assistance under any Act the functions of which are vested in or delegated or transferred to the Chair of the Commission.

9. Do you (or your organization) have or have you ever had any contracts, agreements, special clauses, or other arrangements which prohibit you (or your organization) from proposing work to be performed in this solicitation or any portion thereof?

- No.
 Yes. A full disclosure and discussion is given on the attached pages.

10. Do you (or your organization) have any involvement with or interest (direct or indirect) in technologies which are or may be subjects of the contract, or which may be substitutable for such technologies?

- No.
 Yes. A full disclosure and discussion is given on the attached pages.

11. Could you (or your organization) in either your private or Federal Government business pursuits use information acquired in the performance of the proposed work; such as:

- (a) Data generated under the contract?
(b) Information concerning Department plans and programs?
(c) Confidential and proprietary data of others?

- No.
 Yes. A full disclosure and discussion is given on the attached pages.

12. Under the proposed work, will you (or your organization) evaluate or inspect your own services or products, or the services or products of any other entity that has a relationship (such as client, organizational, financial, or other) with you (or your organization)? This could include evaluating or inspecting a competitor's goods and services.

- No.
 Yes. A full disclosure and discussion is given on the attached pages.

13. To avoid what you perceive as a possible organizational conflict of interest, do you (or your organization) propose to: exclude portions of the proposed work; employ special clauses; or take other measures?

- No.
 Yes. A full discussion is given on the attached pages.
 No possibility of an organizational conflict of interest is perceived. This answer is briefly justified on the attached pages.

I hereby certify that I have authority to represent my organization, if applicable, and that the facts and representations presented on the pages of this questionnaire and on the ___ pages of the attachment(s) to it and my OCI Disclosure Certification are accurate and complete.

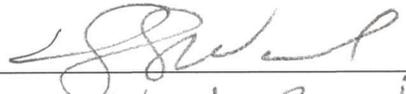
Signature:  Date: 12/18/2012
Name: Doug Ward
Organization: Matrix Publishing Services
Title: President

ATTACHMENT "E"

CONTRACTOR CII NON-DISCLOSURE AGREEMENT

On behalf of [contractor name], I certify that [contractor name] will abide by the following terms with respect to critical infrastructure information (CII) that the company has access to because of its work for the Department of State.

- Only authorized company employees with a need for the information will be given access to CII [contractor name] will maintain a list of each employee who is given access to CII, including a listing of each project for which the employee has been given CII.
- [Contractor name] will not provide CII to or discuss CII with anyone outside the company, except that CII may be discussed with the Department and other agencies as directed by the Department, the project's owner, operator, or applicant.
- Any copies made of CII will be marked as CII and treated as CII.
- CII will be used only in performance of [contractor name]'s work for the Department of State. When [contractor name] has completed work on the Project, all CII will be returned to the Department of State.
- I acknowledge that a violation of this agreement may result in negative consequences and could alter [contractor name]'s ability to contract with the Department of State in the future.

By: 

Title: Doug Ward, President

Representing: Matrix Publishing Services

Date: 12/18/2012

[contractor name] = Matrix Publishing
DW Services