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**Project Statement of Objectives:  
Development and Production of Plastic Wall Coverings and Bolster for  
"Top Secret Lounge"**

**June 25, 2008**

**1.0 INTRODUCTION**

As specified in Items 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 production.

This Statement of Objectives (SOO) details the specific project objectives relating to the development and production of plastic wall covers and a rain bolster for "The Top Secret Lounge" 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 two (2) months from receipt of the Work Authorization document.

**3.0 TASKING**

3.1 Development and production of plastic wall coverings and a rain bolster to protect the "Top Secret Lounge" from the rain while being used for outdoor functions.

3.2 The contractor shall:

3.2.1 Develop and produce four (4) plastic wall coverings for the "Top Secret Lounge."

3.2.1.1 For each of the four walls, the contractor shall propose two or more options (e.g. varying color or material) for consideration by the Government. The contractor shall provide conceptual development, and production services.

3.2.2 Develop and produce a sturdy bolster to line the flooring of the tent. This bolster will soak in or divert the rain from coming in to the tent.

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APPROVED FOR  
RELEASE  DATE:  
01-Oct-2010

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#### **4.0 DELIVERABLES**

- 4.1 Delivery of four (4) plastic wall coverings and a bolster to a location specified by the Government, within the Washington, D.C. metro area. Deadline for delivery of the plastic wall coverings and a rain bolster is 1 September 2008.

#### **5.0 SPECIAL CONSIDERATIONS**

- 5.1 The Government is entitled to unlimited revisions of creative and textual elements prior to commencement of production. The Government shall send the contractor written approval of the final pieces prior to production. The order for production must be submitted to the production facility within two business days of government approval.

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