

Exhibit 12

[e]LEASE BROKER ACCESS PROCESSES

1) PROCESS FOR OBTAINING PASSWORDS

- a) Contractor must have a preliminary HSPD-12 security clearance from DHS
- b) The NBC team informs PBS/CIO's office when a broker contractor has received a favorable entry for his/her preliminary background investigation
- c) Contractor must submit the following information to PBS
 - 1) Name
 - 2) Company Name
 - 3) Work email address
 - 4) Work address
 - 5) Work telephone number
 - 6) Fax number
- d) The eLease team requests confirmation of approval on the preliminary investigation from the System IT Security team.
- e) If Contractor Status is favorable, the CIO's office sets up the user with extranet access and eLease access.
- f) The eLease Administrator assigns the eLease Broker Role to the Contractor. The request is assigned to the Helpdesk.
- g) The CIO's Helpdesk emails the Broker their username with a comment to phone the helpdesk number for user password and information about accessing the extranet eLease application.

2) TASK ORDER Assignment in eLease

- a) Broker receives password to eLease
- b) NBC Team notifies Regional Program Officials via weekly updates
- c) Password protected List posted on NBC Team website
- d) Broker provides eLease contacts with COIs
- e) RCO/OO confirms contacts with Broker Program Manager
- f) RCO/OO gives Broker access in eLease by task order
 - 1) Primary
 - 2) Secondary
- g) RCO/OO notifies Broker, COTR & RPM by e-mail that broker has been assigned to eLease project.