



January 8, 2016

To All ID Employees and Subcontractors:

Effective December 1, 2015, Intelligent Decisions, Inc. ("ID") entered into an Administrative Agreement ("Administrative Agreement") with the United States Department of the Army (the "Army"). The basis for the Administrative Agreement is a determination that improper gratuities had been provided to a former Army employee. The Army has determined that the terms and conditions of the Administrative Agreement provide adequate assurances that the interests of the Government will be sufficiently protected, and that ID is a responsible contractor so that there is no need to debar or suspend ID.

ID is a responsible federal contractor. As such, ID is fully committed to observing all applicable laws and regulations, and to maintaining the highest standards in the conduct of business with the United States Government. In support of its commitment, ID has instituted a Contractor Responsibility Program involving all of its employees. The key features of ID's Contractor Responsibility Program include:

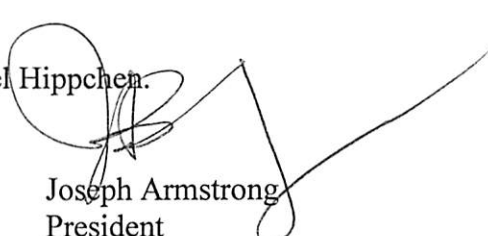
- a. This notification to employees and subcontractors of the Administrative Agreement;
- b. Adoption of a Code of Business Ethics and Conduct;
- c. Publication of a Government Contracting Policies and Procedures Manual;
- d. Establishment and conduct of a training program in business ethics and Government contracting for all ID employees and subcontractors;
- e. Appointment of an Ethics Program Director; and
- f. Installation of an employee and subcontractors reporting mechanism to report suspected instances of improper conduct.

ID's Ethics Program Director's name, address, and contact information for reporting misconduct is:

Name: Michael Hippchen  
Address: 21445 Beaumeade Circle  
Ashburn, VA 20147  
Phone: (703) 554-1782 E-mail: [mhippchen@intelligent.net](mailto:mhippchen@intelligent.net)

The ID Ethics Program Director is available for consultation on any questions concerning ID's business practices, employee responsibilities, or subcontractors, including for reporting of suspected improprieties. It is ID's policy that all improprieties regarding Government operations shall be reported to the Ethics Program Director who will conduct an investigation followed by appropriate corrective action. **Employees may make such reports anonymously, without revealing their identity.**

Any questions may be directed to Michael Hippchen.



Joseph Armstrong  
President  
Intelligent Decisions, Inc.