

2. CONTRACT NO. CPSC-D-11-0005
 3. AWARD/EFFECTIVE DATE: 06/01/2017
 4. ORDER NUMBER: 0011
 5. SOLICITATION NUMBER
 6. SOLICITATION ISSUE DATE

7. FOR SOLICITATION INFORMATION CALL: a. NAME: Greg Grayson
 b. TELEPHONE NUMBER (No collect calls): 301-504-7725
 8. OFFER DUE DATE/LOCAL TIME: ET

9. ISSUED BY: CONSUMER PRODUCT SAFETY COMMISSION
 DIV OF PROCUREMENT SERVICES
 4330 EAST WEST HWY
 ROOM 523
 BETHESDA MD 20814
 CODE: FMPS

10. THIS ACQUISITION IS: UNRESTRICTED OR SET ASIDE: % FOR:
 SMALL BUSINESS
 HUBZONE SMALL BUSINESS
 SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS
 WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM
 EDWOSB
 8(A)
 NAICS:
 SIZE STANDARD:

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED SEE SCHEDULE
 12. DISCOUNT TERMS: Net 30
 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)
 13b. RATING
 14. METHOD OF SOLICITATION: RFQ IFB RFP

15. DELIVER TO: CONSUMER PRODUCT SAFETY COMMISSION
 OFFICE OF IMPORT SURVEILLANCE
 4330 EAST WEST HIGHWAY
 BETHESDA MD 20814
 CODE: EXIS

16. ADMINISTERED BY: CONSUMER PRODUCT SAFETY COMMISSION
 DIV OF PROCUREMENT SERVICES
 4330 EAST WEST HWY
 ROOM 523
 BETHESDA MD 20814
 CODE: FMPS

17a. CONTRACTOR/OFFEROR: ARMEDIA LLC
 8221 OLD COURTHOUSE ROAD
 SUITE 300
 VIENNA VA 22182-5019
 CODE: [REDACTED]
 FACILITY CODE: [REDACTED]

18a. PAYMENT WILL BE MADE BY: CPSC Accounts Payable Branch
 AMZ 160
 P. O. Box 25710
 Oklahoma City OK 73125
 CODE: FMPS

17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER
 18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED SEE ADDENDUM

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	DUNS Number: [REDACTED] Contracting Officer Representative (COR): Carleton Philpott Email: cphilpott@cpsc.gov Tel: (301) 504-7604 TASK ORDER 0011 to contract CPSC-D-11-0005 is hereby issued to continue work on the PGA Message Set Project in accordance with the attached statement of work and the contractor's proposal dated May 30, 2017. The period of performance (Use Reverse and/or Attach Additional Sheets as Necessary)				

25. ACCOUNTING AND APPROPRIATION DATA: 0100A17DSE-2017-3434000000-EXIS002800-252H0
 26. TOTAL AWARD AMOUNT (For Govt Use Only): \$33,396.46

27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52 212-1, 52.212-4 FAR 52 212-3 AND 52 212-5 ARE ATTACHED. ADDENDA ARE ARE NOT ATTACHED.
 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52 212-4. FAR 52 212-5 IS ATTACHED. ADDENDA ARE ARE NOT ATTACHED.

28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED
 29. AWARD OF CONTRACT: _____ OFFER DATED _____ YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:

30a. SIGNATURE OF OFFEROR/CONTRACTOR
 31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)

30b. NAME AND TITLE OF SIGNER (Type or print): Eddie Ahmad
 30c. DATE SIGNED: 6/1/17
 31b. NAME OF CONTRACTING OFFICER (Type or print): Eddie Ahmad
 31c. DATE SIGNED: 6/1/17

19. ITEM NO	20. SCHEDULE OF SUPPLIES/SERVICES	21 QUANTITY	22 UNIT	23 UNIT PRICE	24. AMOUNT
0001	shall be from June 1, 2017 through June 30, 2017. PGA Message Set Project Support - Preparation for Certificate of Compliance Study The total amount of award: \$33,396.46. The obligation for this award is shown in box 26.				33,396.46

32a QUANTITY IN COLUMN 21 HAS BEEN

- RECEIVED
 INSPECTED
 ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED.

32b SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32c. DATE	32d PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
32e MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE			32f TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
			32g E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
33 SHIP NUMBER	34 VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36 PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		37 CHECK NUMBER
38. S/R ACCOUNT NUMBER	39 S/R VOUCHER NUMBER	40. PAID BY			
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT			42a RECEIVED BY (<i>Print</i>)		
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c. DATE	42b RECEIVED AT (<i>Location</i>)		
			42c. DATE RECD (<i>YY/MM/DD</i>)	42d TOTAL CONTAINERS	

CPSC-D-11-0005/Task Order 0011
PGA Message Set Project (Soft) Support - Preparation for Certificate of Compliance Study.
STATEMENT OF WORK (SOW)

1. DESCRIPTION OF SERVICES

In a continuation of work, the Contractor shall provide technical and consulting services to the U.S. Consumer Product Safety Commission (CPSC) to assist CPSC's Office of Import Surveillance (EXIS), in completion of an evaluation project involving collecting Certificates of Compliance for a to-be-defined set of HTS codes. Performance shall take place on-site at CPSC Headquarters, 4330 East West Highway Bethesda, Maryland.

2. CONTRACT TYPE

This procurement is a firm-fixed price task order under CPSC-D-11-0005.

3. BACKGROUND AND OBJECTIVE

The CPSC is tasked with safeguarding consumers from unreasonable risks associated with the use of the products under its jurisdiction. CPSC port investigators work hand in hand with US Customs and Border Protection (CBP) personnel to oversee millions of shipments entering the country each month to ensure compliance with US laws and CPSC regulations.

CPSC has engaged with CBP in the International Trade Data System (ITDS), which allows the Commission to electronically access data on relevant imports in time to request holds on specific shipments at ports of entry. Using this interface, CPSC has developed and implemented decision management processes and systems for identifying suspect products and requesting inspections through CBP. CBP has developed a means to provide industry with a single electronic interface to file data on imported cargo to simplify processing for industry and to streamline data collection for CBP/ITDS's Participating Government Agencies (PGAs). The set of standard data elements and message types that CBP will collect on behalf of its PGAs is referred to as the "PGA Message Set". This data will be available to those PGAs that provide implementing guidance for its particular needs and which develop interfaces to the Intra-agency Web Services (IWS).

As part of the Commission's effort to evaluate architecture, implementation issues and business impact, the CPSC conducted and evaluated an alpha pilot test of PGA Message Set functionality provided by the CBP's ACE Modernization effort to collect targeting/enforcement data from a limited set of volunteer participants. The alpha pilot tested the use of a product registry for advanced filing prior to importation, which was tested along with the original concept of filing certificate elements through the PG Message Set during this period.

The completed alpha pilot evaluated the prototype development and proof of concept of functionality. The evaluation recommended an unbiased certificate study across importers, assessing all data elements on a Certificate of Compliance, to inform the Commission as to adding or deleting specific data elements in relationship with their potential correlation to risk/compliance.

4. DESCRIPTION OF WORK

The Contractor shall provide all labor and materials necessary to perform the work noted in this statement of work. The Contractor shall:

1. Coordinate with the Program Office in the design of the certificate study by creating an outline detailing the approach for study and documenting risks with risk mitigation strategies, including managing review and approval process.

2. Create a project plan at an overview level, including identified milestones, timeline, and tasks estimates.
3. Determine key resources required from CPSC to support the study's completion, including estimated input/time required from each.
4. Make and present analysis for
 - a. Recommended Harmonized Tariff Schedule (HTS) Codes to include in study
 - b. Assess import volume statistics associated with selected HTS codes
 - c. Expectations of Certificate volume that may be gathered/assessed, according to Key CPSC Resource estimates.
5. In coordination with Program Office, perform outreach to Industry (including importers, brokers, and software developers), Government, and other stakeholders, as needed.
6. Provide project management support services that are aligned with the Project Management Institute's (PMI) Project Management Body of Knowledge (PMBOK), other relevant bodies, guidance and best practices;
 - a. Regular creation and updates of project management-related artifacts, such as the risk log, action log, status reports" and project management plans;
 - b. Attending and supporting project-related meetings through facilitation, risk and problem identification, and solution creation.

5. CONTRACTOR QUALIFICATIONS

Contractor personnel responsible for the technical aspect of the project (i.e. project manager, database administrator, developer) shall have a minimum of six (6) years hands-on implementation experience within their respective area of expertise.

The Contractor shall name as key personnel the individual assigned to perform project management on this effort.

Any and all Contractor partners (Subcontractors) shall possess the same, or higher, Contractor qualifications.

6. PERIOD OF PERFORMANCE

June 1, 2017 through June 30, 2017.

7. REPORTING AND DELIVERY REQUIREMENTS

As part of this work, the Contractor shall deliver the following items to the Contracting Officer Representative (COR):

CLIN #	Deliverable Name	Due Date and Format (NLT-No Later Than, measured in business days)
1	Weekly Status Reports	<ul style="list-style-type: none"> • Weekly, NLT 5:00pm Eastern time every Friday during the period of performance • Report shall be in MS Word format uploaded to a COR-designated SharePoint site
2	Certificate Study Methodology	<ul style="list-style-type: none"> • Outline shall be in MS Word format uploaded to a COR-designated SharePoint site
3	High level Project plan	<ul style="list-style-type: none"> • Plan updates created as project changes occur, such as dates • Plan shall be uploaded to a COR-designated SharePoint site in MS Project format

CLIN #	Deliverable Name	Due Date and Format (NLT-No Later Than, measured in business days)
4	Key CPSC Resource estimates	<ul style="list-style-type: none"> Estimates shall be in MS Excel format uploaded to a COR-designated SharePoint site
5	HTS Inclusion Analysis	<ul style="list-style-type: none"> Estimates shall be in MS Excel format uploaded to a COR-designated SharePoint site
6	Import Volume Statistics	<ul style="list-style-type: none"> Statistics shall be in MS Excel format uploaded to a COR-designated SharePoint site
7	Certificate Volume Assessment	<ul style="list-style-type: none"> Assessment shall be in MS Excel format uploaded to a COR-designated SharePoint site
8	Meeting Logs	<ul style="list-style-type: none"> Provide timely records as required by CPSC policy and regulations, to include taking meeting notes during each occurrence, recording participants, and producing a meeting log summary for publication on CPSC.gov MS PowerPoint, Word, or in another format (if program office approved), uploaded to a COR-designated SharePoint site

8. GOVERNMENT FURNISHED PROPERTY

- The government shall provide on-site workspace, laptop computers, monitors, computer accessories, and access to CPSC systems, databases, and documents as need to perform this task.
- Travel may be required to complete the effort under this task order. All travel costs shall be in accordance with GSA Joint Federal Travel Regulations. Travel costs shall be negotiated at the time of need and agreed upon by the parties through issuance of a modification to the task order.

9. CONTACTS:

- The Contracting Officer's Representative (COR) for this task order is Carleton Philpott.
- The Project Manager (PO) for this task order is James Joholske