SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEM

OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30

1. REQUISITION NUMBER	PAGE	OF
REQ-2400-11-0170	1	15

2. CONTRACT NO.	3. AWARD/ EFFECTIVE DATE	4. ORDER NUMBER	5. SOLICITATION NUMBER	6. SOLICITATION ISSUE DATE
CPSC-D-06-0002	09/28/2011	0013		

7. FOR SOLICITATION INFORMATION CALL:	a. NAME Rudi Johnson	b. TELEPHONE NUMBER *(No collect calls)* 301-504-7028	8. OFFER DUE DATE/LOCAL TIME ET

9. ISSUED BY CODE FMPS

CONSUMER PRODUCT SAFETY COMMISSION
DIV OF PROCUREMENT SERVICES
4330 EAST WEST HWY
ROOM 517
BETHESDA MD 20814

10. THIS ACQUISITION IS

☐ UNRESTRICTED OR ☒ SET ASIDE: 100.00 % FOR:

☒ SMALL BUSINESS ☐ EMERGING SMALL BUSINESS

NAICS: 541511 ☐ HUBZONE SMALL BUSINESS ☐ SOLE SOURCE

SIZE STANDARD: $21.0 ☐ SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS ☒ 8(A)

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 CODE EXIT

CONSUMER PRODUCT SAFETY COMMISSION
OFFICE OF INFORMATION SERVICES
4330 EASTWEST HIGHWAY
ROOM 706
BETHESDA MD 20814

16. ADMINISTERED BY CODE FMPS

CONSUMER PRODUCT SAFETY COMMISSION
DIV OF PROCUREMENT SERVICES
4330 EAST WEST HWY
ROOM 517
BETHESDA MD 20814

17a. CONTRACTOR/ OFFEROR CODE FACILITY CODE

VISUAL INFORMATION SYSTEM INC
ATTN VINH Q NGUYEN
8901 TRIPLE RIDGE RD
FAIRFAX STATION VA 22039-3004

TELEPHONE NO. (703) 643-1628

☐ 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER

18a. PAYMENT WILL BE MADE BY CODE FMFS

CPSC Accounts Payable Branch
AMZ 160
P. O. Box 25710
Oklahoma City OK 73125

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
	Project Officer: Arlene Cylburn-Miller Email: cylburn-miller@cpsc.gov 301-504-7675 TASK ORDER 0013 AGAINST CONTRACT CPSC-D-06-0002 IS HEREBY ISSUED TO PROVIDE ALL NECESSARY PERSONNEL, MATERIALS AND SERVICES REQURIED TO PROVIDE SENIOR LEVEL DATABASE COMPUTER PROGRAMMING SERVICES FOR THE PERFORMANCE PERIOD 28 SEPTEMBER 2011 THROUGH 27 MARCH 2012. ALL				

(Use Reverse and/or Attach Additional Sheets as Necessary)

25. ACCOUNTING AND APPROPRIATION DATA
0100A11DCC 2011 2450500000 EXITIT 2400 252M0

26. TOTAL AWARD AMOUNT *(For Govt. Use Only)*
$297,633.92

☐ 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 HEREIN.

☒ 29. AWARD OF CONTRACT REF. QUOTE OFFER DATED 09/20/2011. 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)*	30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER *(Type or print)* Kim Miles	31c. DATE SIGNED 9-26-11

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION IS NOT USABLE

STANDARD FORM 1449 (REV. 3/2005)
Prescribed by GSA - FAR (48 CFR) 53.212

KM

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	SERVICES SHALL BE IN ACCORDANCE WITH THE ATTACHED STATEMENT OF WORK, CPSC-D-06-0002, AND THE CONTRACTOR PROPOSAL DATED SEPTEMBER 20,2011.				
0001	BUDGET APPLICATION PROGRAM	2368	HR	125.69	297,633.92
	The total amount of award: $297,633.92. The obligation for this award is shown in box 26.				

32a. QUANTITY IN COLUMN 21 HAS BEEN ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS

☐ RECEIVED   ☐ INSPECTED   ☐ 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	37. CHECK NUMBER
☐ PARTIAL ☐ FINAL			☐ COMPLETE ☐ PARTIAL ☐ FINAL	
38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY		

41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT

41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	41c. DATE

42a. RECEIVED BY *(Print)*

42b. RECEIVED AT *(Location)*

42c. DATE REC'D *(YY/MM/DD)*	42d. TOTAL CONTAINERS

STANDARD FORM 1449 (REV. 3/2005) BACK

STATEMENT OF WORK
BUDGET APPLICATION

CPSC-D-06-0002 /Task Order 0013

1. BACKGROUND

Consumer Product Safety Commission (CPSC) has a requirement to replace an existing Financial Management System PowerBuilder application used by the Office of Finance Management (EXFM) in their budget formulation processes with an application that is a fit for the CPSC Enterprise Architecture.

2. TASK DESCRIPTION

The services and application described herein shall be consistent with the below listed services and paragraph C.3 of the basic contract.

(1) Develop New System Applications

(2) Test System Applications

(3) Demonstrate System Application

(4) Document System Application

(5) Provide Training on System Application

3. TASK OBJECTIVE

The objective of this firm fixed price task order is to provide a Budget Application program to support budget formulation as described in the Performance Work Statement below and the Budget Application System Requirements Specification (SRS) version 4.0 dated January 14, 2011.

4. SERVICES AND PRICES

The contractor shall propose the total number of hours required in accordance with the fixed hourly rate ($ 125.69, CLIN 0006) to successfully complete the task as specified in paragraph 6 below.

5. PERIOD OF PERFORMANCE

The performance period shall begin on the effective date of this task order (block 3) and continue for 180 days or six (6) months.

6. PERFORMANCE WORK STATEMENT

a. The contractor shall act independently, and not as an agent of the Government. The contractor shall furnish all necessary personnel, materials, services and facilities necessary to plan, develop and implement the Budget Application described below:

b.

(1). The program shall be for the CPSC Financial Management Office. The contractor shall develop a budget application in accordance with the attached System Requirements Specification (SRS) Version 4.0 provided as Attachment 1, the CPSC System Development Life Cycle (SDLC) guide included as Attachment 2, and this performance work statement. The developed application shall not have reduced functionality from what is now available in the current Budget Database Application and include the following capabilities:

Functional Requirements:
  (a) Create multiple budgets for a fiscal year
  (b) Manage users
  (c) Maintain attribute values
  (d) Assign tasks / Send notifications
  (e) Automate budget instructions process
  (f) Update budgets
  (g) Approve online
  (h) Track budget status
  (i) Generate reports
  (j) Automate documents
  (k) Automate the allowance generation process
  (l) Allow users to import data from standard templates
  (m) Allow users to manually update percentage of common costs allocated to direct program costs
  (n) Automated workflows
  (o) Generate dashboards to quickly see budget-related statistics

(2) The following requirements have been identified and shall be included in the functionality and reports of the Budget Application:

  (a) The application shall require resources (staff months and contract/common cost dollars) to include object class and strategic goal.
  (b) The contractor will create new reports to show resources by object class and resources by strategic goal area.
  (c) The contractor shall create a user manual and the application will have a help feature that provides access to the manual.
  (d) The contractor shall create an output in MS Word that contains the tables and narrative for each performance goal formatted as shown in the agency's Performance Budget and organized by strategic goals and objectives. This data will be contained in the project sheets and therefore, an output report shall be required. (See http://www.cpsc.gov/cpscpub/pubs/reports/2012plan.pdf for a copy of CPSC's Performance Budget.)
  (e) Each project's performance goal will have to include a table of responsibility for up to 3 roles (i.e., project manager, PAT leader, and Office Director).
  (f) The contractor shall migrate all budget data from the current application.

(g) The contractor shall train users on how to use the full functionality of the implemented solution.

c. The deliverables and services required under this task shall be in accordance with the attached Budget Application SRS, the CPSC System Development Life Cycle (SDLC) and this performance work statement.

The Budget Application is a Financial Management System and is subject to Office of Management and Budget (OMB) Circular A-123. The application shall include the appropriate moderate baseline security controls as defined in National Institute of Standards and Technology (NIST) Special Publication (SP) 800-53. The current application is categorized as moderate as defined in Federal Information Processing Standards (FIPS) 199.

7. CONTRACTOR QUALIFICATIONS

a. The contractor shall assign qualified and trained employees to perform the work in accordance with paragraph C.4 of the basic contract.

b. The contractor shall have expert knowledge of the current Budget Formulation system and knowledge of the CPSC systems and project environment.

8. REPORTING REQUIRMENTS

The CPSC uses the Share Point to facilitate project communication and document management. The contractor shall post all reports and presentations to the Share Point site specified by the Project Officer within 24 hours of emailing or presenting reports.

Weekly Status Report

> Format – the report shall be e-mailed to the CPSC Project Officer.
> Due Date - by the close of business each Thursday
> Content – the report must contain the following:
> Status of the project and progress against baseline schedule
> Issues and risks and proposed solutions

Monthly Status Report

The monthly status report shall be produced in the last week of each month and will follow the same requirements as the weekly report.

9. **DELIVERABLES AND SCHEDULE**

The following deliverables must be performed or delivered in accordance with the following schedule:

The contractor proposal shall include approval or other actions of each deliverable.

Deliverable Requirements:	Planned Completion date	Deliverable
1.0 – System Analysis & Database Design. 1.1 - Review provided Budget Application System Requirements Specification document. 1.2 - Meet with Budget users to confirm our understanding of system requirements and gather any changes in business processes or requirements since the development of the requirements document. 1.3 – Develop logical and physical data models. 1.4 – Generate database Entity Relationship (ER) diagram. 1.5 – Develop SQL database creation scripts for tables, indexes, triggers and stored procedures.	10 working days after contract award	Deliverable #1: - Entity Relationship Diagram of Database Physical Data Model. - SQL Database creation script for tables, indexes, triggers and stored procedures. - Successfully execute SQL scripts to create new database and its objects.
2.0 - System Development		
2.1 - Financial Management, Planning & Budget (FMPB) Analyst Module The Office of Financial Management, Planning & Budget role is to consolidate the office budgets to one coherent plan and submit it to OMB and Congress. Their tasks also include administering users, managing attributes and coordinating the budget process. The FMPB Analyst Module is intending to be a central area for each FMPB analyst to manage his/her assigned budget planning related workload. It will provide each FMPB analyst with a quick view dash board to see item such as allowance change request to be processed or approved, budget process statuses, budget submission statistics and other identified information based on user's role within the budget application. The dash board will allow user to drill-down to view or work with individual record. The dash board will also act like a security filter of information. Based on user's role, office and assignments within the Budget application, the dash board only displays information that pertains to the user. The dash board will also control user's ability view and/or update drilled-down information. In addition to the general dash board capabilities, the FMPB Analyst module will have	50 working days after contract award	Deliverable #2: - UAT scripts review and demo the FMPB Analyst Module. - Deliver the FMPB Analyst Module for UAT.

the following capabilities:

Annual Budget Formulation - Preliminary Plan Workflow
- Create new fiscal year Preliminary Plan based on prior year's President's Plan.
- Prepare instruction memo template and automatically send e-mail of the instruction memo to selected offices.
- Open the database for a time period for offices to enter information.
- Allow FBPM Analyst to enter Project Sheet data for some smaller offices which do not have an ORM Analyst.
- Import detail salary information from Delphi.
- Provide input and perform salary factors calculation.
- Create the CPSC Preliminary Plan.
- Send plan to OEX for review.
- Apply any OEX change requests.
- Send plan to Commission for review.
- Apply any Commission change requests.
- Close the database to prevent offices from changing information.

Annual Budget Formulation – President's Plan Workflow
- OMB provides final mark to the Budget.
- Update project sheets for all offices.
- Automatically generate email to notify offices of the change made to the budget.
- If needed, perform salary factors calculation.
- Create CPSC President's Plan
- Send plan to OEX for review.
- Apply any OEX change requests.
- Send plan to Commission for review.
- Apply any Commission change requests.

Budget Execution – Operating Plan Workflow
- Congress provides appropriation for the President's Plan.
- Create new Operating Plan.
- Prepare instruction memo template and automatically send e-mail of the instruction memo to selected offices.
- Open the database for a time period for offices to enter information.
- Allow FBPM Analyst to enter Project Sheet data for some smaller offices which do not have an ORM Analyst.
- Import detail salary information from Delphi.
- If needed, provide input and perform salary factors calculation.
- Create the CPSC Operating Plan.
- Send plan to OEX for review.

- Apply any OEX change requests.
- Send plan to Commission for review.
- Apply any Commission change requests.
- Close the database to prevent offices from changing information.
 	
Budget Execution – Operating Plan Tracking Workflow
   - Retrieve electronically prepared quarterly data from ORM Analysts to prepare the SF132.
   - Prepare and submit the SF132 Apportionment Request to OMB for approval.
   - After OMB has approved request, generate Allotment Notice and send to OEX for approval.
   - After OEX has approved Allotment Notice, send it to CFO of EXFM for approval.
   - After CFO of EXFM has approved Allotment Notice, automatically generate and email Allowance Notice to offices.
 	
Other Capabilities
   - Create "What-If" plans based on existing plans from current of prior fiscal years.
   - Ability to attach comments, notes, document files to budget plans.
	.	

2.2 - FMPB Super User Module
The FMPB Super User, in addition to the privileges of the FMPB Analyst, also can have the authority to add users to the Budget application and plans and maintain their access to the applications. This role also can approve budget plan and change requests.
 	
The FMPB Super User Module is intending to be a central area for each FMPB Super User to manage his/her assigned budget planning related workload. It will provide each FMPB Super User with a quick view dash board to see item such as allowance change request to be processed or approved, budget process statuses, budget submission statistics and other identified information based on user's role within the budget application. The dash board will allow user to drill-down to view or work with individual record. The dash board will also act like a security filter of information. Based on user's role, office and assignments within the Budget application, the dash board only displays information that pertains to the user. The dash board will also control user's ability view and/or update drilled-down information. In addition to the general dash board capabilities and _all capabilities built into FMPB Analyst module_, the FMPB Super User module will have the following capabilities:
 	
   - Assigned FMPB Analyst(s) to work with specific office(s) budget plans.
	80 working days after contract award	Deliverable #3:
		
		   - UAT scripts review and Demo the FMPB Super User Module.
		
		   - Deliver the FMPB Super User Module for user testing.

- View each FMPB Analyst's Dash Board. - Perform tasks on behalf of FMPB Analyst.		

2.3 - Office Resource Management (ORM) Analyst Module
The ORM Analysts of individual offices have the responsibility of creating and balancing their office Staff Months and Contract Dollars. They cooperate with FMPB Analysts to submit their budget plan and revise it per Congressional direction
 	
The ORM Analyst Module is intending to be a central area for each ORM analyst to manage his/her assigned budget planning related workload. It will provide each ORM analyst with a quick view dash board to see item such as allowance change request progress, budget process statuses, budget submission statistics and other identified information based on user's role and office within the budget application. The dash board will allow user to drill-down to view or work with individual record. The dash board will also act like a security filter of information. Based on user's role, office and assignments within the Budget application, the dash board only displays information that pertains to the user. The dash board will also control user's ability view and/or update drilled-down information. In addition to the general dash board capabilities, the ORM Analyst module will have the following capabilities:
 	
   -    Review and update data in the Project Input Sheet submitted by Project Leaderships within his/her office.
   -    Prepare quarterly apportion request (SF132) report for each project and submit to FMPB Analyst for review.
   -    Receive Allowance Notice.
   -    Obligate and Track funds.
   -    Reconcile with monthly financial report.
	110 working days after contract award	Deliverable #4:
		
		   - UAT scripts review and Demo the ORM Analyst Module.
		
		   - Deliver the ORM Analyst Module for UAT.

2.4 - Project Leadership Module
Project Leadership is the individual office's Director and Project Managers who evaluate resource needs for project completion for the fiscal year in question.
 	
The Project Leadership Module is intending to be a central area for each Project Leader to manage his/her assigned budget planning related workload. It will provide each Project Leader with a quick view dash board to see item such as allowance change request progress, budget process statuses, budget submission statistics and other identified information based on user's role and office within the budget application. The dash board will allow user to drill-down to view or work with individual record. The dash board will also act like a security filter of information. Based on user's role, office and
		Deliverable #5:
		
		   - UAT scripts review and Demo the Project Leadership Module.
		
		   - Deliver the Project Leadership Module for UAT.

assignments within the Budget application, the dash board only displays information that pertains to the user. The dash board will also control user's ability view and/or update drilled-down information. In addition to the general dash board capabilities, the Project Leadership module will have the following capabilities: - Create new or update Project Input Sheet for each project. - Submit new or revised Project Input Sheet to ORM Analyst for review and approval. - Monitor budget progress for each project. - Based on FMPB Analyst or ORM Analyst request, revised and resubmit Project Input Sheet. - Create and monitor the progress of Allowance Requests.		
2.5 - System Administrator Module System Administrator will be able to add or delete users for the budget application, control user access and manage system lookup tables. Depending on availability of staff, the System Administrator Module may be made available to FMPB Super Users. The System Administrator Module will have the following capabilities: - Manage (Add, Modify & Delete) Organization structure at the Fiscal Year level which will provide flexibility when Organization structure is changed and retain proper historical budget data. - Manage Program list at the Fiscal Year level. - Manage Project list at the Fiscal Year level. - Assign users to roles (FMPB Analyst, FMPB Super User, ORM Analyst, and Project Leadership) and Organizations at the Fiscal Year level. - Manage Budget Factor at the Fiscal Year level. - Manage "Allocation of Common Costs by Percentage to Direct Cost code" at the Fiscal Year Level.	130 working days after contract award	Deliverable #6: - UAT scripts review and Demo the System Administrator Module. - Deliver the System Administrator Module for UAT.
3.0 – Report Developments	160 working days after contract award (all reports)	
3.1 - Combination Report This report shall display the staff months and contract dollars for each organization by project, grouped by program for a fiscal year. This report shall include the following: - Fiscal Year - Plan Type - Program Name - Project Title - Project Code - Level		Deliverable #7: - UAT scripts review and Demo the Combination Report. - Deliver the Combination Report for user testing.

- Program Code
- Staff Months for each project within a program by organization code
- Contract Dollars for each project within a program by organization code
- Staff Months and Contract dollars totals for each organization
  . For all projects within a program by level.
  . For all projects within a program.
  . For all programs within a level.
  . For all programs.
 	
- Staff Months and Contract dollars grand totals agency-wide
  . For all projects within a program by level.
  . For all projects within a program.
  . For all programs within a level.
  . For all programs.		

3.2 - Project Worksheet
This report contains details about a specific project. It shall include the following:
- Program
- Sub Name
- Project Code
- Fiscal Year
- BD/OP Plan Type
- Rank
- Level
- Project Title
- Resources
  . Organization Code
  . Staff Months
  . Contract Dollars
- Contract Details
  . Organization Code
  . Amount
  . Contract Description
    - Project Narrative Text
		Deliverable #8:
		
		- UAT scripts review and Demo the Project Worksheet Report.
		
		- Deliver the Project Worksheet Report for user testing.

3.3 - Project Review Report This report displays The Permanent Staff Months and Contract Dollars for all programs by level for a fiscal year. It provides project details, including the following: - Fiscal Year - Plan Type - Program Name - Sub-Program Name - Project Code - Project Name - Permanent Staff Months and Contract Dollars for each project, broken down by level.		Deliverable #9: - D UAT scripts review and demo the Project Review Report. - Deliver the Project Review Report for user testing.

- Subtotal of projects within a sub program, broken down by organization. - Total of Permanent Staff Months and Contract Dollars for each program, broken down by level.		
3.4 – Operating Cost Report This report displays the dollar amounts for each organization code, broken down by project codes within the Operation Costs program. The report include: - Fiscal Year - Plan Type - Level - Organization Code - Dollar for each organization code, broken down by project code within Operating Costs - Dollar totals for all organizations per project code within Operating Costs - Dollar totals for Operating Costs for each organization code		Deliverable #10: - UAT scripts review and Demo the Operating Cost Report. - Deliver the Operating Report for user testing.
3.5 - Program Foldup Report This report displays the budget information such as Permanent Staff Months, Total Staff Months, Contract Dollars, Salary Dollars, Operating Dollars and Dollar Totals for all programs, sub-programs, broken down by organization. The information displayed includes: - Fiscal Year - Level - Plan Type - Program Name - Sub-Program Name - Program Code - For each organization and total: . Permanent Staff Months by Sub-Program, Program and Grand Total . Total Staff Months by Sub-Program, Program and Grand Total . Contract Dollars by Sub-Program, Program and Grand Total . Salary Dollars by Sub-Program, Program and Grand Total . Operating Dollar by Sub-Program, Program and Grand Total		Deliverable #11: - UAT scripts review and Demo the Program Foldup Report. - Deliver the Program Foldup Report for user testing.
3.6 - Project Foldup Report This report displays the budget information such as Permanent Staff Months, Total Staff Months, Contract Dollars, Salary Dollars, Operating Dollars and Dollar Totals for sub-programs and projects, broken down by organization. The information displayed includes: - Fiscal Year - Level		Deliverable #12: - UAT scripts review and Demo the Project Foldup Report. - Deliver the Project Foldup Report for user testing.

- Plan Type
- Sub-Program Name
- Project Name
- Project Code
- For each organization and total:
  . Permanent Staff Months by Project, Sub-Program and Grand Total
  . Total Staff Months by Project, Sub-Program and Grand Total
  . Contract Dollars by Project, Sub-Program and Grand Total
  . Salary Dollars by Project, Sub-Program and Grand Total
  . Operating Dollar by Project, Sub-Program and Grand Total		

3.7 - Contract Funds Report This report displays the contract dollars for all projects for the fiscal year. The information displayed includes: - Fiscal Year - Plan Type - Level - Project Code - Project Name - Organization - Contract Dollars for each project - Grand Total of Contract Dollars		Deliverable #13: - UAT scripts review and Demo the Contract Funds Report. - Deliver the Contract Funds Report for user testing.
3.8 - Organization Report This report comprises a list of all organizations, including - Organization Code - Organization Name		Deliverable #14: - UAT scripts review and Demo the Organization Report. - Deliver the Organization Report for user testing.
3.9 - Ad-hoc Query Report The user shall be able to generate ad-hoc reports by selecting a set of attributes. The attributes will be later defined after discussion with FMPB.		Deliverable #15: - UAT scripts review and Demo the Ad-hoc Query Report. - Deliver the Ad-hoc Query Report for user testing.
4.0 – Data Conversion - Create data conversion matrix to match existing database element to new database structure. - Develop program to read historical data and to populate new database structure.	160 working days after contract award	Deliverable #16: - Deliver the data conversion matrix documentation. - Successfully migrate data to new database structure.
5.0 – Documentation & Training	170 working days	Deliverable #17:

13

	after contract award	
- Develop User Manual - Develop Training Material - Conduct Training Sessions		- Deliver User Manual and Training Material. - Conduct 3 complete training sessions.
6.0 – User Acceptant Test (UAT) - Assist users during UAT and make any necessary modifications.	180 working days after contract award	Deliverable #18: - User approves acceptant test and system go production.

10. INSPECTION AND ACCEPTANCE PERIOD

a. The CPSC Project Officer will review deliverables submitted by the contractor within ten (10) working days. If the CPSC requires corrections, the contractor shall modify and resubmit within five (5) working days after being notified of the required corrections.

b. Acceptance/rejection of deliverables will be based on conformance with paragraph 6, Performance Work Statement.

c. The CPSC Project Officer will provide to the Contractor a written acceptance or rejection of the Contractor's deliverables through an email within ten (10) working days after completion of services and submission of deliverables by the contractor.

11. GOVERNMENT FURNISHED MATERIALS

a. The government will provide on-site workspace, laptop computers, monitors, computer accessories, and access to CPSC systems, databases, and documents as need is determined at the government's discretion, and as allowed by security and contractual constraints.

b. The CPSC Budget Application System Requirements Specification (SRS) completed in January 2011 is provided as Government Furnished Information (GFI).

12. QUALITY CONTROL

The contractor shall develop and maintain a quality control program to ensure qualified and professional personnel are being provided and that their performance is in accordance with the criteria stated within this Performance Work Statement and the commonly accepted commercial practices. At a minimum, the contractor shall develop quality control procedures that address the areas identified in the Performance Work Statement.

13. **PROJECT OFFICER DESGINATION**

LC 5B Project Officer Designation

a. The following individual has been designated at the Government's Project Officer for this contract:

Name: Arlene Clyburn-Miller

Division: Financial Management Planning and Budget

Telephone: 301-504-7675

Email: Aclyburn-miller@cpsc.gov

b. The CPSC Project Officer is responsible for:

(1) Monitoring the Contractor's technical progress, including surveillance and assessment of performance, and notifying the Contracting Officer within one week when deliverables (including reports) are not received on schedule in accordance with the prescribed delivery schedule.

(2) Performing technical evaluation as required, assisting the Contractor in the resolution of technical problems encountered during performance; and

(3) Inspection and acceptance of all items required by the contract.

c. The Project Officer is not authorized to and shall not:

(1) Make changes in scope of work, contract schedules, and/or specifications to meet changes and requirements,

(2) Direct or negotiate any change in the terms, conditions, or amounts cited in the contract; and

(3) Take any action that commits the Government or could lead to a claim against the Government.

d. A clear distinction is made between Government and Contractor personnel. No employer-employee relationship will occur between government employees and contractor employees. Contractor employees must report directly to their company (employer) and shall not report to Government personnel.