

**SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS**  
 OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30

1. REQUISITION NUMBER: REQ-2400-12-0205  
 PAGE OF: 1 | 7  
 2. CONTRACT NO.: CPSC-D-06-0002  
 3. AWARD/EFFECTIVE DATE: 09/28/2012  
 4. ORDER NUMBER: 0022  
 5. SOLICITATION NUMBER: CPSC-Q-12-0107  
 6. SOLICITATION ISSUE DATE: 09/06/2012

7. FOR SOLICITATION INFORMATION CALL: Rudi Johnson  
 8. TELEPHONE NUMBER: 301-504-7028  
 9. OFFER DUE DATE/LOCAL TIME: ET

9. ISSUED BY: CONSUMER PRODUCT SAFETY COMMISSION  
 DIV OF PROCUREMENT SERVICES  
 4330 EAST WEST HWY  
 ROOM 517  
 BETHESDA MD 20814  
 CODE: FMPS  
 10. THIS ACQUISITION IS:  SMALL BUSINESS  
 HUBZONE SMALL BUSINESS  
 SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS  
 UNRESTRICTED OR  
 WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM  
 EDWOSB  
 8(A)  
 SET ASIDE: 100.00 % FOR: NAICS: SIZE STANDARD: \$21.0

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:  RFP  IFB  RFP

15. DELIVER TO: CONSUMER PRODUCT SAFETY COMMISSION  
 OFFICE OF INFORMATION SERVICES  
 4330 EASTWEST HIGHWAY  
 ROOM 706  
 BETHESDA MD 20814  
 CODE: EXIT  
 16. ADMINISTERED BY: CONSUMER PRODUCT SAFETY COMMISSION  
 DIV OF PROCUREMENT SERVICES  
 4330 EAST WEST HWY  
 ROOM 517  
 BETHESDA MD 20814  
 CODE: FMPS

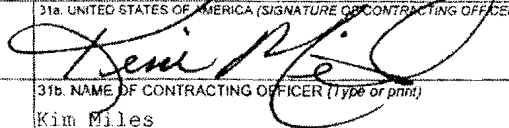
17a. CONTRACTOR/OFFEROR: VISUAL INFORMATION SYSTEM INC  
 ATTN VINH Q NGUYEN  
 8901 TRIPLE RIDGE RD  
 FAIRFAX STATION VA 22039-3004  
 CGDE: [REDACTED] FACILITY CODE:  
 17b. TELEPHONE NO.: (703) 643-1628  
 18a. PAYMENT WILL BE MADE BY: CPSC Accounts Payable Branch  
 AMZ 160  
 P. O. Box 25710  
 Oklahoma City OK 73125  
 CODE: FMPS  
 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
	DONS Number: [REDACTED] CONTRACTING OFFICER REPRESENTATIVE (COR): CYNTHIA WHITE TEL: 301-504-7532 EMAIL: CWHITE@CPSC.GOV  TASK ORDER 0022 TO CONTRACTOR CPSC-D-06-0002 IS HEREBY ISSUED TO PROVIDE ALL NECESSARY PERSONNEL, MATERIALS AND SERVICES REQUIRED TO PROVIDE A SENIOR LEVEL DATABASE AND APPLICATION COMPUTER PROGRAMMER TO PROVIDE THE FOLLOWING (Use Reverse and/or Attach Additional Sheets as Necessary)				

25. ACCOUNTING AND APPROPRIATION DATA: 0100A12DCC-2012-9994700000-EXIT002400-252M0  
 26. TOTAL AWARD AMOUNT (For Govt. Use Only): \$39,608.16

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: REF. OFFER DATED: 9-28-12 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: [REDACTED]  
 30b. NAME AND TITLE OF SIGNER (Type or print):  
 30c. DATE SIGNED:  
 31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER):   
 31b. NAME OF CONTRACTING OFFICER (Type or print): Kim Miles  
 31c. DATE SIGNED: 9-28-12

19 ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
0001	<p>SERVICES FOR THE PERFORMANCE PERIOD EFFECTIVE 28 SEPTEMBER 2012 THROUGH 30 MARCH 2013 IN ACCORDANCE WITH THE ATTACHED STATEMENT OF WORK, THE CONTRACTOR'S PROPOSALS DATED 09/26/2012, AND THE TERMS AND CONDITIONS OF CPSC-D-06-0002.</p> <p>SENIOR LEVEL DATABASE AND APPLICATION COMPUTER PROGRAMMING SERVICES TO IMPLEMENT ENHANCEMENTS TO THE CPSC BUDGET APPLICATION TO ALLOW USERS ADDITIONAL FLEXIBILITY FOR ENTERING AND REPORTING ON DATA.</p> <p>The total amount of award: \$39,608.16. The obligation for this award is shown in box 26.</p>	303	HR	130.72	39,608.16

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  <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT  <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> 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		42a. RECEIVED BY ( <i>Print</i> )	
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c. DATE	
		42b. RECEIVED AT ( <i>Location</i> )	
		42c. DATE REC'D (YY/MM/DD)	42d. TOTAL CONTAINERS

**CPSC-D-06-0002 TASK ORDER 0022**  
**Budget Application Enhanced Reporting**  
**STATEMENT OF WORK (SOW)**

**1. DESCRIPTION OF SERVICES**

The Contractor shall implement enhancements to the CPSC Budget Application, which shall allow users' additional flexibility for entering and reporting on data. In addition, the Contractor implemented enhancements shall provide senior managers within the Agency to view budget submissions from all offices.

**2 . TASK ORDER**

This is a task order under the existing firm-fixed price fully loaded hourly rate for the hours that are indicated on the schedule of services/supplies.

**3. BACKGROUND AND DESCRIPTION OF WORK**

The Budget Application is used by the CPSC program offices and the Office of Financial Management (EXFM) to gather, organize and analyze information to be incorporated into the CPSC Budget submissions in support of the budget formulation process. It is used to provide input to the budget submissions and to create "what if" scenarios to evaluate the impact of potential funding changes.

The Budget Application went through a redesign in February 2012, and subsequently, adjustments and modified requirements were identified. This statement of work addresses those enhancements and modifications that EXFM deems necessary to support the budget formulation process. These modifications shall allow EXFM to provide input to the budget submissions and to create "what if" scenarios to evaluate the impact of potential funding changes.

**4. 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 to perform the work set forth below.

1. The Contractor shall modify the current Budget Application system by changing the priority level of the "Request" and "Critical" fields to have 5 levels.
2. The Contractor shall develop and implement enhancements that shall allow the system administrator to set the name of each of the 5 levels of priority to within each fiscal year/budget submission (i.e. FY14 Commission, FY14 OMB, etc).

3. The Contractor shall develop and implement enhancements that shall allow the user to run existing reports for a submission (i.e. FY14 Commission) at any of the 5 levels of the user's choosing.

4. The Contractor shall develop and implement enhancements that all allow the reports to aggregate data, including the following schema:

- o Level 2 = Level 1 data + Level 2 data
- o Level 3 = Level 1 data + Level 2 data + Level 3 data, etc.

5. The Contractor shall develop and implement a new user role within the system called "CPSC Executive". The "CPSC Executive" user shall only have access only to all Agency budget data in the system.

## 5. SERVICES AND PRICES

The contractor shall propose the total numbers of hours required in accordance with the fixed hourly rate (130.72, CLIN 0007) to successfully complete the task as specified in paragraph

## 6. CONTRACTOR QUALIFICATIONS

The Contractor personnel performing the work shall have a minimum of three (3) years experience in their respective subject matter area of expertise and shall have experience with CPSC's Budget Application.

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

The Contractor shall name as key personnel the resources for this effort. Key personnel may be substituted on the project at the discretion of the COR.

## 7. PERIOD OF PERFORMANCE

The Contractor shall provide the work of this task order from September 28, 2012 through March 30, 2013.

## 8. REPORTING AND DELIVERY REQUIREMENTS

As part of this work, the Contractor shall submit the following items to the Project Officer:

CLIN #	SDLC Deliverable Requirements for Initiation Phase	Planned Completion Date
1	Kick-Off and Project Management Plan	NLT 10 days after contract award
1a	Weekly Status Reports	Weekly, NLT close of business every

CLIN #	SDLC Deliverable Requirements for Initiation Phase	Planned Completion Date
		Friday
2	Updated versions of the following documents, reflecting Contractor's Changes of System: Budget Application Users' Guide (Version 1.1), Budget Application System Guide, and Budget Application User Acceptance Test.	NLT 60 days after contract award

## 9. GOVERNMENT FURNISHED PROPERTY

A. The Contractor shall provide all labor, materials and equipment necessary to plan, develop, and implement the application, excepting that 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. Remote access to the CPSC network is not available. Work shall be at the CPSC facilities.

## 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 4, 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. 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.

## **12. LC 5 CONTRACTING OFFICER REPRESENTATIVE (COR)DESIGNATION**

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

Name: Mr. Cynthia White  
Division: Financial Management Officer  
Telephone: 301-504-7532  
Email: cwhite@cpsc.gov

Or

Name: Shikha Gambhir  
Division: IT Services, Room 839  
Telephone: 301-504-6996  
Email: sgambhir@cpsc.gov

b. The CPSC COR 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 COR 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.