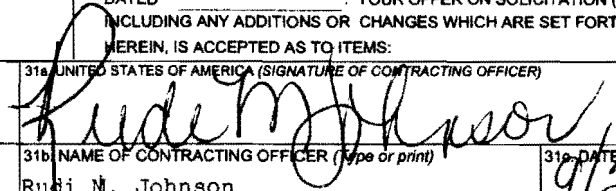


Todd Stevenson

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEM OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30			1. REQUISITION NUMBER REQ-2400-11-0233		PAGE OF 1 6	
2. CONTRACT NO. CPSC-D-07-0001		3. AWARD/EFFECTIVE DATE 09/22/2011	4. ORDER NUMBER 0005		5. SOLICITATION NUMBER	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME Renita Smith		b. TELEPHONE NUMBER (No collect calls)		8. 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 <input checked="" type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: % FOR: <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> EMERGING SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> SOLE SOURCE NAICS: 561410 SIZE STANDARD: \$6.50 <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> 8(A)		
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS Net 30		13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/>		13b. RATING
15. DELIVER TO CONSUMER PRODUCT SAFETY COMMISSION OFFICE OF INFORMATION SERVICES 4330 EASTWEST HIGHWAY ROOM 504 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		
17a. CONTRACTOR/OFFEROR IRON MOUNTAIN GOVERNMENT SERVICES INC 20110 ASHBROOK PLACE STE 100 ASHBURN VA 20147-5065		CODE 614529779	FACILITY CODE	18a. PAYMENT WILL BE MADE BY CONSUMER PRODUCT SAFETY COMMISSION DIVISION OF FINANCIAL SERVICES 4330 EAST WEST HWY ROOM 522 BETHESDA MD 20814		
TELEPHONE NO.			18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM			
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER						

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	Project Officer: Alberta Mills Email: amills@cpsc.gov (301) 504-7479 Task Order 0005 to Delivery Order Number CPSC-D-07-0001 is hereby issued to provide scanning services into the Documentum Management Systems for the period of one (1) year effective September 27, 2011 through September 26, 2012 in accordance with the GS Schedule (GS-25F-0066M). (Use Reverse and/or Attach Additional Sheets as Necessary)				

25. ACCOUNTING AND APPROPRIATION DATA 0100A11DCC-2011-9994800000-EXITIT2400-252M0			26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$91,455.00		
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.			<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.		
<input type="checkbox"/> 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.			<input checked="" type="checkbox"/> 29. AWARD OF CONTRACT REF. _____ 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)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (Type or print) Rudi M. Johnson	
				31c. DATE SIGNED 9/23/11	

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
0004 AH	Contractor shall scan documents into the Documentum Management System. Price per page: Quantity 700,001 - 800,000 The total amount of award: \$91,455.00. The obligation for this award is shown in box 26.	703500	EA	0.13	91,455.00

32a. QUANTITY IN COLUMN 21 HAS BEEN

RECEIVED
 INSPECTED
 NOTED: _____

ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS

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
<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		<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 (<i>YYMMDD</i>)	42d. TOTAL CONTAINERS

STATEMENT OF WORK

1. INTRODUCTION:

The U.S. Consumer Product Safety Commission (CPSC) is a small, independent regulatory agency with the mission of protecting consumers from injury and death relating to 15,000 different types of products under its jurisdiction. Though a small agency, CPSC often makes important news vital to keeping consumers safe.

2. OBJECTIVE:

The contractor shall act independently, and not as an agent of the Government to provide document scanning services. Documents shall be scanned into the Documentum Document Management System (EMC Corporation).

3. **TASK ORDER:** Task order 0005 constitute the specific scanning of The Secretariat – Office of the Secretary’s Ballot Vote Packages, Briefing Packages and Informational Packages which are generated each week by staff and distributed throughout the Commission. These are documents that require scanning in order to be placed in the electronic OS File Room. Material is from the early 1970s to the present. Currently, there are 3 – 4 packages a week that are required to be posted on the CPSC website for public access. In addition, there are older Civil Penalty/Litigation cases that need to be scanned for preservation. All tasks performed will be based on a fixed rate per page or fixed rate per quantity. The contractor will be expected to scan a minimum of 1500 pages per day.

4. **PERIOD OF PERFORMANCE:** The period of performance shall be one year beginning September 27, 2011 through September 26, 2012.

5. **Location of Performance:** Work shall be performed by the contractor on-site at CPSC, 4330 East-West Hwy, Bethesda, MD 20814. The worksite will be available from 7:30 AM to 6:00 PM Monday-Friday, excluding Federal Holidays (Labor Day, Columbus Day, Veteran’s Day, Thanksgiving and Christmas), unless another schedule is agreed upon between the project officer and the contractor. The contractor shall coordinate the work schedule directly with the Project Officer. Contractor personnel performing on-site must comply with all personal identity verification requirements and all rules and regulations at the Government work-site.

6. PERFORMANCE WORK STATEMENT:

The contractor shall perform the following tasks to scan documents into the Documentum Management System:

A. Document Inspection and Repair

Inspect documents for torn edges, rips in the paper and punched holes that need repair.
Repair the edges, rips and punched holes in such a manner that will not impede scanning

from either the flatbed or automatic document feeder while maintaining the proper order and separation of the files.

B. Document Preparation

1. Review and determine the appropriate way to prepare the documents for scanning, such as removing staples, paper clips, binder clips and rubber bands while maintaining the proper order and separation of the files.

2. Review documents for post it notes, legal paper or other non 8-1/2" by 11" paper sizes and making appropriate notation that a different paper size needs to be prepared for scanning while maintaining the proper order and separation of the files.

3. Review documents for duplex content and making appropriate notation that a page requiring duplex scanning is in the file while maintaining the proper order and separation of the files.

4. Review documents for tabs, dividers and any other form of page separator that may need to be created electronically or scanned while maintaining the proper order and separation of files.

5. Review documents enclosed in manila file folders, accordion folders and other file folder types for pertinent information contained on the outside or inner sides of the folder. The information may need to be scanned if it contains the file name, a file or recall number or other identifiable information related to the contents of the folder.

C. Scanning - Scan documents, using the Fujitsu Fi-5750C scanners, in a minimum resolution of 300 by 300 for black-white text and images and 400 by 400 for color text and images. Utilize Optical Character Recognition (OCR) when scanning the image to allow for word searches, text manipulation and editing in the future. Save the scanned image into an Adobe Acrobat PDF file to the designated file server(s).

D. Image Cleanup - Incorporate scanning methodologies to provide a quality image that can be easily read and printed. These methodologies include, but are not limited to, despeckling, deskewing, color detection, gamma correction, correction of character dilation or erosion, background smoothing, content rotation and background cropping.

E. Indexing & Metadata - Provide an electronic index (MS Word or Adobe PDF format). CPSC will provide electronic indices for the document to be scanned in MS word format. The contractor will utilize the existing indices, entering the location and document name. Create a document's metadata by recording the type of document (report, letter, memo, note, etc.) the name of the document, a subject, the author, the date and number of pages into the documents properties.

F. Quality Assurance - Test that the scanned imaged file can be (or allows for):
- read from beginning to end

- scrolled through from beginning to end (up and down)
- keyword searched
- the extraction of data (cut and copied into another file)
- the insertion and appending of other pages (with successful save)
- pages to be moved from one location to another within the document (with success save)
- pages to be deleted (with successful save)
- contains completed properties (metadata)
- allows the document and/or pages to be printed successfully with readable text.

7. Government-Furnished Equipment:

a. CPSC will provide the required hardware (PC, Monitor, Keyboard, Mouse and Scanner) and software (Adobe Acrobat 7 Professional). CPSC will provide Dell Optiplex GX620 Desktop PCs with Windows XP and Adobe Acrobat 7 Professional and two 2 Fujitsu Fi-5750C color and duplex capable scanners with Kofax Virtual Rescan (VRS) for capturing images of documents and allowing for image enhancements and/or correction such as content based rotation, character dilation or erosion, despeckling, automatic color detection, background smoothing, gamma correction, cropping and deskewing.

b. CPSC will provide network user IDs and passwords to allow for saving scanned images to the agency's designated file server(s).

c. CPSC will provide all documents to be scanned. Although this information can only be estimated based on a knowledge of the documents, CPSC's best estimate regarding the nature of the pages is that they consist of 97.5% black-white images and/or text and 2.5% color images and text.

8. LC5B Project Officer Designation

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

Name: Ms. Alberta Mills
 The Secretariat – Office of the Secretary
 Room 820
 Telephone: 301-504-7479
 Email: amills@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.