

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30</i>				1. REQUISITION NUMBER REQ-4400-12-0005		PAGE OF 1 8	
2. CONTRACT NO. CPSC-D-12-0002		3. AWARD/ EFFECTIVE DATE 09/26/2012		4. ORDER NUMBER 0002		5. SOLICITATION NUMBER	
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				10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: % FOR.			
				<input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM <input type="checkbox"/> EDWOSB <input type="checkbox"/> 8(A) NAICS: SIZE STANDARD:			
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 ROCKVILLE CAMPUS 5 RESEARCH PLACE ROCKVILLE MD 20850				16. ADMINISTERED BY CONSUMER PRODUCT SAFETY COMMISSION DIV OF PROCUREMENT SERVICES 4330 EAST WEST HWY ROOM 523 BETHESDA MD 20814			
17a. CONTRACTOR/ OFFEROR WESTAT INC 1600 RESEARCH BOULEVARD ROCKVILLE MD 20850-3129		17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER <input type="checkbox"/>		18a. PAYMENT WILL BE MADE BY 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 <input type="checkbox"/> SEE ADDENDUM			
19. ITEM NO.		20. SCHEDULE OF SUPPLIES/SERVICES		21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
		DUNS Number: 0123456789 COR: Caroleen Paul Phone: 301-987-2225 Email: cpaul@cpsc.gov Task Order #0002 to Contract CPSC-D-12-0002 is issued to perform market research and survey development of the Recreational Off-Highway vehicles (ROVs) market to include all necessary travel, labor, materials, and equipment necessary to perform the task in accordance with the GSA <i>(Use Reverse and/or Attach Additional Sheets as Necessary)</i>					
25. ACCOUNTING AND APPROPRIATION DATA 0100A12DPS-2012-2263800000-EXHR004400-252H0						26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$167,687.08	
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.				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.			
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 _____ 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) Eddie Ahmad		31c. DATE SIGNED 9/26/12	

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	schedule GS-23F-8144H and the attached statement of work.				
0001	Officer	86	HR	217.52	18,706.72
0002	Senior Manager - Level 1	206	HR	190.09	39,158.54
0003	Senior Manager - Level 2	230	HR	158.15	36,374.50
0004	Manager	48	HR	126.75	6,084.00
0005	Researcher Level 2	236	HR	89.93	21,223.48
0006	Junior Researcher	444	HR	75.86	33,681.84
	Miscellaneous Survey Expenses				
	Continued ...				

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
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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	37. CHECK NUMBER
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38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY
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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

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

CPSC-D-12-0002/0002

PAGE OF

3

8

NAME OF OFFEROR OR CONTRACTOR

WESTAT INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0007	Computing	1	LO	2,156.00	2,156.00
0008	Supplies (3 PDA rentals)	1	LO	1,440.00	1,440.00
0009	Printing	1	LO	100.00	100.00
0010	Postage/Shipping	1	LO	20.00	20.00
0011	Recruiting Costs (Ads)	1	LO	2,500.00	2,500.00
0012	Respondent Incentives	1	LO	3,500.00	3,500.00
0013	Gas	1	LO	750.00	750.00
0014	Travel	1	LO	500.00	500.00
0015	ROV Transport	1	LO	500.00	500.00
0016	G&A on other non-labor items	1	LO	992.00	992.00

**Statement of Work
Task Orders for Test and Evaluation of
Recreational Off-Highway Vehicles (ROVs)**

A. Background

Information from fatality and injury cases involving recreational off-highway vehicles (ROVs) indicate that full or partial ejection of occupants is common and most victims are not wearing seat belts at the time of the incident. A variety of strategies may be used to encourage increased use of seat belts but past research for on-road vehicles indicates that the most effective strategies have characteristics that are intrusive and persistent. One intrusive and persistent strategy adopted by one ROV manufacturer limits the speed of the vehicle to 6mph if the driver seat belt is not fastened. This is a rudimentary form of a smart seat belt system envisioned by CPSC staff.

There is an inherent trade-off between the effectiveness of a device in changing driver behavior and the willingness of users to use the device. A smart seat belt system that is accepted by ROV users has the potential to greatly increase seat belt use by ROV users and therefore reduce injuries and deaths related to vehicle rollover and occupant ejection.

B. Objective

The objective of task order 0002 is to provide: 1) systematic and objective data to support agency decision making with regard to mandating a smart seat belt speed limiter system on ROVs, 2) information on vehicle use patterns for ROVs, 3) information on seat belt use patterns for ROVs, and 4) information on the potential effectiveness of a smart seat belt speed limiter system in increasing seat belt use among ROV users.

C. Task Orders

Task Order 0002 is fixed price and includes all necessary travel, labor, materials, and equipment necessary to perform the task in accordance with the GSA Schedule GS-23F-8144H. Any additional travel, labor, materials, and equipment not specified in your price quotation considered necessary to complete the task are deemed part of the statement of work and are included in the price quote.

D. Performance Work Statement

2. Test Track Study

- a. The contractor shall conduct a study of ROV users driving a vehicle on a predetermined test track to gather data on user behavior and acceptance of the Smart Seat Belt system.
- b. The contractor shall determine the recruitment strategy for the study group.
- c. The contractor shall execute all necessary preparatory and logistical activities to recruit for and conduct the test track study, including preparing all test materials, securing the test course facilities, recruiting participants, and conducting the test.
- d. The contractor shall prepare all necessary documents and implement all activities needed to secure Institutional Review Board (IRB) approval for the test track study. If necessary, the contractor with the assistance of CPSC will submit a package to OMB for approval.

- e. After the conclusion of the test track study, the contractor shall prepare a report summarizing the major findings and conclusions. The assessment will integrate the findings from the focus group effort performed in Tasked 1 and the test track study effort. The report shall summarize the findings and identify:
- Demographics of users
 - ROV seat belt speed limiter acceptability
 - Conditions of likely/unlikely acceptance
 - Acceptance by particular user groups
 - Proclivity toward safety system defeat
 - Reasons for non-acceptance
 - Usability considerations
 - Interference with utility of the ROV
 - Interference with motivational aspects (fun, thrill)
 - Perceived interference, frustration
 - Potential for unforeseen consequences/undesirable behaviors
 - Seat belt usage, under various conditions
 - Effects on speed, usage patterns, frequency of excessive forces/instability indices

E. Deliverables

The contractor shall analyze the data/information and generate reports as described for Task 2.

F. Period of Performance Schedule

Task Order 0002 shall begin three (3) days after receipt of order and shall be completed no later than 180 days in accordance with the below schedule.

Schedule

Task	Description of Activities	Schedule
2	Submit Task 2 Work Plan	11 Weeks after OMB Approval
	Submit IRB and Test Track OMB Amendment Requests (If Necessary)	2 Weeks after Task 2 Work Plan Submitted
	Start Test Track Instrumentation	2 Weeks after Task 2 Work Plan Submitted
	Begin Recruiting and Scheduling Participants	2 Weeks after Task 2 OMB Approval
	Pilot Test Track Study (M)	5 Weeks after Task 2 OMB Approval
	Begin Test Track Data Collection	7 Weeks after Task 2 OMB Approval
	Complete Test Track Data Collection	13 Weeks after Task 2 OMB Approval
	Submit Test Track Final Report	17 Weeks after Task 2 OMB Approval
	Complete Test Track Final Briefing	19 Weeks after Task 2 OMB Approval

G. Government Furnished Materials

CPSC staff will provide a Commander 1000 vehicle equipped with a speed limiter that limits the maximum speed of the vehicle if the driver’s seat belt is not latched.

H. Transportation/Shipping

CPSC staff will be responsible for delivery of the vehicle to the test facility and return of the vehicle upon completion of the testing.

I. LC 5A Contracting Officer's Representative (COR) Designation

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

Name: Caroleene Paul

Division: Engineering Science Mechanical Engineering

Telephone: 301-987-2225

Email: cpaul@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.

J. Billing Instructions

Pursuant to the Prompt Payment Act (P.L. 97-177) and the Prompt Payment Act Amendments of 1988 (P.L. 100-496) all Federal agencies are required to pay their bills on time, pay interest penalties when payments are made late, and to take discounts only when payments are made within the discount period. To assure compliance with the Act, vouchers and/or invoices shall be submitted on any acceptable invoice form which meets the criteria listed below. Examples of government vouchers that may be used are the Public Vouchers for Purchase and Services Other Than Personal, SF 1034, and Continuation Sheet, SF 1035. At a minimum, each invoice shall include:

1. The name and address of the business concern (and separate remittance address, if applicable).
2. **Do NOT** include Taxpayer Identification Number (TIN) on invoices sent via e-mail.
3. Invoice date.
4. Invoice number.
5. The contract or purchase order number (see block 2 of OF347 and block 4 of SF1449 on page 1 of this order), or other authorization for delivery of goods or services.
6. Description, price and quantity of goods or services actually delivered or rendered.
7. Shipping cost terms (if applicable).
8. Payment terms.
9. Other substantiating documentation or information as specified in the contract or purchase order.

10. Name, title, phone number and mailing address of responsible official to be notified in the event of a deficient invoice.

ORIGINAL VOUCHERS/INVOICES SHALL BE SENT TO:

U.S. Mail

CPSC Accounts Payable Branch, AMZ-160
PO Box 25710
Oklahoma City, Ok. 73125

FEDEX

CPSC Accounts Payable Branch, AMZ-160
6500 MacArthur Blvd.
Oklahoma City, Ok. 73169

OR

Via email to:

9-AMC-AMZ-CPSC-Accounts-Payable@faa.gov

Invoices not submitted in accordance with the above stated minimum requirements will not be processed for payment. Deficient invoices will be returned to the vendor within seven days or sooner. Standard forms 1034 and 1035 will be furnished by CPSC upon request of the contractor. Inquiries regarding payment should be directed to the Enterprise Service Center (EXC), Office of Financial Operations, Federal Aviation Administration (FAA) in Oklahoma City, 405-954-7467.

C. PAYMENT

Payment will be made as close as possible to, but not later than, the 30th day after receipt of a proper invoice as defined in "Billing Instructions," except as follows:

When a time discount is taken, payment will be made as close as possible to, but not later than, the discount date. Discounts will be taken whenever economically justified. Otherwise, late payments will include interest penalty payments. Inquiries regarding payment should be directed to Debbie Young at 405-954-7467 or at the U.S Mail and Fedex addresses listed above:

Complaints related to the late payment of an invoice should be directed to Eldona Canterbury at the same the same address (above) or 405-954-5351.

Customer Service inquiries may be directed to Adriane Clark @ aclark@cpsc.gov

D. INSPECTION & ACCEPTANCE PERIOD

Unless otherwise stated in the Statement of Work or Description, the Commission will ordinarily inspect all materials/services within seven (7) working days after the date of receipt. The CPSC representative responsible for inspecting the materials/services will transmit disapproval, if appropriate, to the contractor and the contract specialist listed below. If other inspection information is provided in the Statement of Work or Description, it is controlling.

E. ALL OTHER INFORMATION RELATING TO THE PURCHASE ORDER

Contact: Contract Specialist - Germaine Myles at (301) 504-7669

F. PROCESSING INSTRUCTIONS FOR REQUESTING OFFICES

The Purchase Order/Receiving Report (Optional Form 347 or Standard Form 1449) must be completed at the time the ordered goods or services are received. Upon receipt of the goods or services ordered, each item should be inspected, accepted (partial or final) or rejected. The Purchase Order/Receiving Report must be appropriately completed, signed and dated by the authorized

receiving official. In addition, the acceptance block shall be completed (Blocks 32 a, b & c on the SF 1449 and column G and page 2 of the OF 347).

The receiving report shall be retained by the requesting office for confirmation when certifying invoices.

G. PROPERTY/EQUIPMENT PURCHASES

In the case of Purchase Orders/Receiving Reports involving the purchase and receipt of property/equipment, a copy of the Purchase Order/Receiving Report must also be immediately forwarded directly to the Property Management Officer (Ralph King) in the Facilities Management Support Services Branch (Room 416). The transmittal of Purchase Orders/Receiving Reports to the property management officer is critical to the integrity and operation of CPSC's Property Management System. Receiving officials should also forward copies to their local property officer/property custodian consistent with local office procedures.

(End of clause)

10. Name, title, phone number and mailing address of responsible official to be notified in the event of a deficient invoice.

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(End of clause)