

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

1. REQUISITION NUMBER: REQ-2730-12-0001
 PAGE OF: 1 OF 7
 2. CONTRACT NO.: CPSC-D-06-0002
 3. AWARD/ EFFECTIVE DATE: 09/19/2012
 4. ORDER NUMBER: 0020
 5. SOLICITATION NUMBER: CPSC-Q-12-0060
 6. SOLICITATION ISSUE DATE: 08/30/2012

7. FOR SOLICITATION INFORMATION CALL: Rudi Johnson
 8. TELEPHONE NUMBER (No collect calls): 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
 SET ASIDE: 100.00 % FOR:
 WOMEN-OWNED SMALL BUSINESS
 (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM
 EDWOSB
 8(A)
 NAICS: 541511
 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 OPAS (15 CFR 700)

 13b. RATING
 14. METHOD OF SOLICITATION:
 RFQ
 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
 CODE: 010300100
 FACILITY CODE:
 18a. PAYMENT WILL BE MADE BY: CPSC Accounts Payable Branch
 AMZ 160
 P. O. Box 25710
 Oklahoma City OK 73125
 CODE: FMFS

TELEPHONE NO. (703) 643-1628
 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 SHIKHA GAMBHIR TEL: 301-504-6963 EMAIL SGAMBHIR@cpsc.gov Task Order 0020 to contract 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 services for (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): \$17,777.92

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.
 29. AWARD OF CONTRACT: REF. QUOTE OFFER DATED 09/06/2012. YOUR OFFER ON SOLICITATION (BLOCK 6), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN IS ACCEPTED AS TO ITEMS.

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

30b. NAME AND TITLE OF SIGNER (Type or print): Vinh Q Nguyen - President
 30c. DATE SIGNED: 9/24/12
 31b. NAME OF CONTRACTING OFFICER (Type or print): Kim Miles
 31c. DATE SIGNED: 9-25-12

19 ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
0001	<p>the performance period effective 26 September 2012 through 25 October 2012 in accordance with the attached Statement of Work, the contractor's proposal dated 09/06/2012, and the terms and conditions of CPSC-D-06-0002.</p> <p>SENIOR LEVEL DATABSE AND APPLICATION COMPUTER PROGRAMMING SERVICES TO PROVIDE AN ENHANCEMENT TO THE CURRENT BUDGET APPLICATION AS STATED IN ATTACHED THE STATEMENT OF WORK.</p> <p>The total amount of award: \$17,777.92. The obligation for this award is shown in box 26.</p>	136	HR	130.72	17,777.92

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 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 42a. RECEIVED BY (*Print*)
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER 41c. DATE 42b. RECEIVED AT (*Location*)

42c. DATE RECD (*YY/MM/DD*) 42d. TOTAL CONTAINERS

**STATEMENT OF WORK- CPSC-D-06-0002 TASK ORDER 0020
BUDGET APPLICATION ACQUISITION PLANNING FIELDS**

1. DESCRIPTION OF SERVICES:

The contractor shall implement enhancements to the Consumer Product Safety Commission (CPSC) Budget application for additional users.

2. OBJECTIVE:

The CPSC is requesting an enhancement to the current Budget Application that would allow for input of acquisition planning fields to the project dollars on the project input sheet. The goal of this enhancement is to consolidate data calls to staff, increase timely submission of procurement packages, begin dialogue earlier on planned procurement actions, and distribute procurement actions over the fiscal year so that the end of the year process is more manageable.

3. SERVICES AND PRICES

The contractor shall propose the total number of hours required in accordance with the fixed hourly rate (\$ 130.72, CLIN 0007) to successfully complete the task as specified in paragraph 6 below.

4. TASK DESCRIPTION: The contractor shall modify the current "Contract Funds Report" to add the below fields and accompanying data to the report.

The following fields shall be incorporated and added to the project dollars on the project input sheet:

1. Method of Procurement Action (Contract, BPA call, Interagency Agreement (IAG), purchase card, travel card, training form, miscellaneous obligation document, RWA, SWA, or other)
2. New Contract or Existing Contract (new/existing)
3. If existing, provide the contract or BPA # (enter number)
4. Requisition/ Statement of Work Submitted to Procurement Office by (enter month/day)
5. COR name (enter name)
6. When must service start or delivery be made (enter month/day)
7. If the agency is operating under a continuing resolution or constrained funding, can the project be deferred until the second half of the fiscal year or later? (yes/no)
8. Available on Federal Supply Schedule (yes/no)
9. Sole source? (yes/no)

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10. Basis for award (lowest price, best value)

11. One time or repetitive procurement options required (one, repetitive)

5. PERIOD OF PERFORMANCE

The performance period shall begin on the effective date of this task order (block 3) and continue for four weeks or one (1) month.

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 enhancements to the Budget Application described below:

b. The contractor shall add the designated fields to the "Contract Funds Report". When run, this report shall show each dollar request. An example of a small section of the required output of the report is provided to show format.

c. The program shall be for the CPSC Financial Management Office. The contractor shall add acquisition planning fields to the budget database application as described in herein.

d. 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 (except where alternate deliverables are proposed and included in the high level project management plan and schedule submitted as part of the contractor's proposal.

The contractor is expected to provide a proposal that reflects the contractor's software development methodology and its best practices. The CPSC SDLC provides assurance that the system that is developed shall include adequate controls to comply with the current security and architecture requirements. Alternatives proposed by the contractor to the SDLC deliverables must provide equal protection of the government interests.

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.

Revised Page dated 9/6/2012

8. REPORTING REQUIREMENTS

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 on 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 except as described above:

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

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

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.

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

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

Name: Mr. Hai Duong

Division: Financial Management Officer

Telephone: 301-504-7575

Email: hduong@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.