

Mrd 2

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

1. REQUISITION NUMBER: REQ-4100-10-0006  
PAGE OF: 1 | 20  
2. CONTRACT NO: CPSC-D-09-0004  
3. AWARD/EFFECTIVE DATE: 08/31/2010  
4. ORDER NUMBER: 0002  
5. SOLICITATION NUMBER:  
6. SOLICITATION ISSUE DATE:

7. FOR SOLICITATION INFORMATION CALL: Peter Nerret  
8. TELEPHONE NUMBER: 301-504-7033  
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:  
 UNRESTRICTED OR  
 SET ASIDE: % FOR:  
 SMALL BUSINESS  
 EMERGING SMALL BUSINESS  
NAICS: 541690  
 HUBZONE SMALL BUSINESS  
 SOLE SOURCE  
SIZE STANDARD: \$6.0  
 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: CONSUMER PRODUCT SAFETY COMMISSION  
DIRECTORATE FOR ECONOMIC ANALYSIS  
4330 EASTWEST HIGHWAY  
ROOM 723-02  
BETHESDA MD 20814  
CODE: EC  
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: WESTAT INC  
ATTN ROD MAHADJER  
1650 RESEARCH BLVD  
ROCKVILLE MD 20850-3129  
CODE:  
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  
CODE: FMPS

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]<br><br>This is Task Order #0002.<br><br>The purpose of Task Order #0002 is for the Contractor to complete "Durable Nursery Products Exposure Survey(DNPES), Phase II, Data Collection, Preparation, Reporting and Analysis" under contract CPSC-D-09-0004.<br><br>(Use Reverse and/or Attach Additional Sheets as Necessary) |              |          |                |            |

25. ACCOUNTING AND APPROPRIATION DATA: 0100A10DPS-2010-2272700000-EXHR004100-252F0  
26. TOTAL AWARD AMOUNT (For Govt. Use Only): \$612,662.00

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. OFFER DATED [REDACTED] 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): [Signature]

30b. NAME AND TITLE OF SIGNER (Type or print)  
30c. DATE SIGNED  
31b. NAME OF CONTRACTING OFFICER (Type or print): Robert J. Frost  
31c. DATE SIGNED: 8/31/2010

| 19.<br>ITEM NO. | 20.<br>SCHEDULE OF SUPPLIES/SERVICES   | 21.<br>QUANTITY | 22.<br>UNIT | 23.<br>UNIT PRICE | 24.<br>AMOUNT |
|-----------------|--|-----------------|-------------|-------------------|---------------|
| 0001            | <p>Based on the above, the contractor shall perform Task Order #0002 in accordance with the attached Statement of Work and contractor proposal dated June 29, 2010, as amended July 12, 2010, as revised July 13, 2010, as final revised July 30, 2010.</p> <p>Period of Performance: 09/01/2010 to 11/19/2011</p> <p>Durable Nursery Products Exposure Survey (DNPES), Phase II, Data Collection, Preparation, Reporting and Analysis.</p> <p>PAYMENT SCHEDULE</p> <p>The following is the payment schedule for Task 2. Vendor may invoice for completed portions of each subtask and payment will be made upon approval of invoice by CPSC Project Officer. Vendor may not invoice in excess of 85% (\$520,762.70) of total price of Task Order#0002. The remaining balance of 15% (\$91,899.30) may be invoiced upon submission of the Final Report and payment will be made upon acceptance of Final report.</p> <p>Phase II General Tasks - Meeting and Monthly Continued ...</p> | 1               | LO          | 612,662.00        | 612,662.00    |

32a. QUANTITY IN COLUMN 21 HAS BEEN  RECEIVED  INSPECTED  NOTED: 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  PARTIAL  FINAL 34. VOUCHER NUMBER \_\_\_\_\_ 35. AMOUNT VERIFIED CORRECT FOR \_\_\_\_\_ 36 PAYMENT  COMPLETE  PARTIAL  FINAL 37. CHECK NUMBER \_\_\_\_\_

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 \_\_\_\_\_

**CONTINUATION SHEET**

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
CPSC-D-09-0004/0002

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NAME OF OFFEROR OR CONTRACTOR  
WESTAT INC

| ITEM NO.<br>(A) | SUPPLIES/SERVICES<br>(B)   | QUANTITY<br>(C) | UNIT<br>(D) | UNIT PRICE<br>(E) | AMOUNT<br>(F) |
|-----------------|--|-----------------|-------------|-------------------|---------------|
|                 | <p>Reporting<br/>As specified in the RFQ, key Westat project staff will attend the kick-off meeting with CPSC within two weeks of receiving the finalized task order. For the duration of the project (24 months), Westat will deliver status reports on the third Monday of each month. These reports will include key progress indicators and recent reports of hours expended by labor category as well as other key data identified by Westat and CPSC.<br/>Timeline: Weeks 1-2 (kick-off meeting) after Task Order receipt; Monthly throughout the project duration (status reports).<br/>Price: As this is not a specified subtask and the meeting and reporting relate to all of the subtasks, the price for this effort is included proportionately among the prices for each of the subtasks below.</p> <p>Subtask 1 - Sampling<br/>As described in the RFQ and in materials developed by Westat as part of Phase I efforts, Westat will work with an authorized vendor of the USPS Delivery Sequence File (DSF) to select and purchase 74,074 addresses. These addresses will be from all 50 states plus Washington, D.C. The sampling task includes the efforts of Westat statisticians to work with CPSC to identify whether an over-sampling plan is warranted and if so, how to most effectively implement the over-sampling. For the base sample (i.e. not part of any over-sample), addresses will be selected to randomly and representatively cover the U.S. population.<br/>Timeline: Weeks 1-8 after Task Order receipt<br/>Price: \$20,686</p> <p>Subtask 2 - Questionnaire Revisions and Web Development<br/>Westat will revise the questionnaire and draft CATI program developed in Phase I to accommodate changes based on OMB review and other changes that may be desired after Phase I. Westat will also use the CATI program to develop a comparable web version. Westat will review product illustrations provided by CPSC and incorporate these into the web survey and mailing materials<br/>Continued ...</p> |                 |             |                   |               |

NAME OF OFFEROR OR CONTRACTOR  
WESTAT INC

| ITEM NO.<br>(A) | SUPPLIES/SERVICES<br>(B)  | QUANTITY<br>(C) | UNIT<br>(D) | UNIT PRICE<br>(E) | AMOUNT<br>(F) |
|-----------------|---|-----------------|-------------|-------------------|---------------|
|                 | <p>{the mailing of these materials is included in Subtask 3).<br/>Timeline: Weeks 1-4 after OMB clearance<br/>Price: \$8,217</p> <p>Subtask 3 - Mailing and Screener Data Collection (Main Effort and NRFU)<br/>With a letter and letterhead provided by CPSC, Westat will print, assemble, and mail 74,074 screener mailing packets (consisting of the main envelope, cover letter, screener questionnaire, and BRM envelope). Westat will process all returned screener mailings and prepare eligible screeners for the main data collection. Westat will also mail up to 2,250 product illustrations to eligible households who request the telephone survey.<br/>Timeline: Weeks 5-20 after OMB clearance (Westat will work with CPSC to determine the optimal mailing schedule)<br/>Price: \$242,200</p> <p>Subtask 4 - Main Data Collection (CATI and Web)<br/>Westat will contact households that returned eligible screener surveys by email and/or phone to conduct the full survey. The survey will average 30 minutes and will ask each respondent to complete several of the approximately 25 product modules based on the products they own. Both the CATI and web programs will enforce the intended skip patterns and allow real-time case tracking. The CATI program will ensure appropriate call scheduling. To maximize response rates, households that initially fail to respond to their original preferred mode will be invited to participate via the alternate mode if they provided both types of contact information (phone number and email).<br/>Timeline: Weeks 7-40 after OMB clearance.<br/>Price: \$185,743</p> <p>Subtask 5 - Non-Response Follow-up Survey (NRFU)<br/>For 10% of the initial sample, Westat will send 2 additional follow-up screener mailings and make additional call attempts and/or send additional email invitations to boost response rates for this sub-sample to use in estimating direction<br/>Continued ...</p> |                 |             |                   |               |

**CONTINUATION SHEET**

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
CPSC-D-09-0004/0002

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NAME OF OFFEROR OR CONTRACTOR  
WESTAT INC

| ITEM NO.<br>(A) | SUPPLIES/SERVICES<br>(B)  | QUANTITY<br>(C) | UNIT<br>(D) | UNIT PRICE<br>(E) | AMOUNT<br>(F) |
|-----------------|---|-----------------|-------------|-------------------|---------------|
|                 | <p>and magnitude of non-response bias.<br/>Timeline: Weeks 7-42 after OMB clearance<br/>Price: \$55,939</p> <p>Subtask 6 - Data Preparation and Delivery<br/>As specified in the RFQ, Westat will deliver a full cleaned and weighted SAS data file with variables and response choices labeled. This file will be delivered in additional formats if/as needed. Data preparation will include coding up to 4000 open responses. Deliverables will include copies of all final instruments and reports on sampling and methodology.<br/>Timeline: Weeks 43-52 after OMB clearance<br/>Price: \$63,566</p> <p>Subtask 7 - Summary Report<br/>Westat will provide a report providing analysis of the key survey variables as described in the RFQ that will include summaries and analyses of:</p> <ul style="list-style-type: none"> <li>• Expected useful life of each product</li> <li>• Frequency, duration, and types of use for each product</li> <li>• Supervision practices for each product</li> <li>• Sleep surfaces</li> <li>• Storage, assembly, and breakage for each product</li> <li>• Developmental aspects of product use</li> </ul> <p>Time line: Weeks 43-63 after OMB approval<br/>Price: \$36,311</p> <p>TOTAL FOR ALL SUBTASKS: \$612,662</p> <p>CPSC Point of Contact: William Zamula @ (301) 504-7709</p> <p>The total amount of award: \$612,662.00. The obligation for this award is shown in box 26.</p> |                 |             |                   |               |

STATEMENT OF WORK  
for  
Task Order No.002  
under  
Contract #CPSC-D-09-0004,

Durable Nursery Products Exposure Survey (DNPES), Phase II,  
Data Collection, Preparation, Reporting, and Analysis

**Background**

On August 14, 2008, the Consumer Product Safety Improvement Act (CPSIA) was enacted. Among its provisions, section 104 requires that the Consumer Product Safety Commission (CPSC) evaluate the currently existing voluntary standards for durable infant or toddler products and promulgate mandatory standards substantially the same as, or more stringent than, the applicable voluntary standard. To evaluate effectively the current voluntary standards, CPSC staff requires baseline data to measure the many potential future impacts of the CPSIA mandatory efforts on children's products.

The information generated by the Durable Nursery Products Exposure Survey will be used by CPSC staff in developing the various memos and reports that will be required to support section 104 of the CPSIA. The data may also be used to support other rule-making or voluntary processes for children's products independent of the CPSIA, to support compliance activities, to support information and education campaigns, and to support evaluation of CPSIA efforts in future years, when these efforts reach full effectiveness. The survey will focus on households with children aged 0-5 years that own one or more durable infant or toddler products deemed to be of interest by CPSC staff.

**Scope and Objectives**

The purpose of this task order is to: 1) conduct the data collection developed in Phase I, 2) conduct a non-response follow-up study with extra mailings and phone effort on 10 percent of the overall sample to identify any potential differences and biases between easy responders and reluctant responders, 3) prepare the data for delivery to CPSC, 4) prepare a methodology report on the conduct of the survey, and 5) prepare a summary report on the results of the survey.

**Period of Performance**

Period of Performance shall begin upon receipt of task award and shall not extend beyond two (2) years from OMB clearance.

**ORGANIZATION:** This task order is the second and final phase of the DNPES, the data collection, preparation, reporting, and analysis phase, with a total of seven subtasks. Costs for each subtask shall be estimated separately.

Any data collection in this phase requiring responses to the same questions from more than nine persons are subject to Office of Management and Budget (OMB) clearance and shall not be undertaken without notification from the project officer that such clearance has been granted.

**Phase II – Data Collection, Preparation, Reporting, and Analysis**

This phase comprises all of the work necessary to implement the data collection, prepare the data in forms usable by CPSC, prepare a methodology report, and analyze the results. It builds on the questionnaire development, sample and methodology development, cognitive interviews, and the Human Subjects Internal Review Boards (IRB) (if required) and OMB clearance efforts in Phase I of the DNPES.

Within two weeks of receipt of the Task order, the contractor and CPSC shall meet to discuss the work involved in the seven (7) subtasks. On the third Monday of each month the contractor shall provide the CPSC Project Officer a status report detailing hours expended by labor category and work performed to date.

### **Subtask 1 – Sampling**

This subtask includes identifying Census tracts for over-sampling and finalizing the over-sampling design and over-sampling rate. The contractor shall include the direct cost of the address sample as well as sample review, preparation, and processing to put the sample in a format that will facilitate survey mailings.

The contractor shall select a sample designed to reach the population eligible to participate in this survey, households with children ages 0-5. Recent Census data estimate that there are 110,692,000 occupied housing units in the United States (2007 American Housing Survey) and that 16,148,000 of these households (14.6%) include at least one child aged 0-5. Thus, the potential respondent universe is 16,148,000.

The sampling frame for the national survey shall be constructed from a commercially available list of mailing addresses derived from the Delivery Sequence File (DSF), also referred to as the Computerized Delivery Sequence (CDS), maintained by the United State Postal Service (USPS).

The address-based sampling frame cannot be obtained directly from the USPS; the contractor shall purchase it from an authorized vendor. The frame shall cover all addresses receiving mail deliveries from the USPS including P.O. Boxes, addresses labeled as seasonal or vacant, drop points (a single delivery point or receptacle that services multiple residences), as well as non-institutional group

quarters having specific delivery points within the facility and coded as residential.

Prior to sampling, the address frame shall be sorted geographically by zip code, carrier route and walking sequence. To obtain a representative sample of 74,074 addresses from all 50 states and the District of Columbia, the sorted address frame shall be divided into  $n$  equally-sized contiguous intervals of addresses, and one address will be selected at random from each of the  $n$  intervals.

This nationwide study should result in completed screener interviews with approximately 16,667 U.S. households. Of these, approximately 2,500 (15%) should be eligible based on meeting the criterion of having a child age 0-5 in the household and CPSC estimates that approximately 2,000 of the eligible households will complete the full study either by phone or web.

With an estimated 25% screener response rate, this study will need 66,667 valid residential addresses to yield 16,667 completed screeners. Based on experience with other recent and similar studies, approximately 10% of sampled addresses will be vacant, non-residential, or otherwise undeliverable. Thus, the initial sample size selected will need to be approximately 74,074 addresses to yield the target 2,000 completed extended interviews with eligible households.

The feasibility of oversampling for low-income households shall be investigated using 5-year American Community Survey data or Census 2010 data at the census tract or block group level, if available in time, or Census 2000 data otherwise.

Two alternative methods of oversampling shall be investigated: 1) doubling the initial screening of households and then dropping the non-low income households that are identified in the screening process and 2) identifying census tracts or block groups with a high percentage of low-income households using Census data

or American Community Survey data, and sampling households in these low-income areas at a higher rate than those in other areas.

The contractor shall weigh the merits of the two methods in consultation with CPSC. If oversampling is adopted, households shall be screened on income in the extended interview. All low-income households shall be retained, and the remaining (non-low income) households shall be sub-sampled at a rate designed to yield the target number of completed interviews.

Sample shall be prepared and a copy provided to CPSC within eight (8) weeks of receipt of Task Order.

### **Subtask 2 – Questionnaire Revisions and Web Development**

The contractor shall make final revisions to all survey instruments. After OMB approval has been received, additional revisions may be required for the mail screener, the telephone survey instrument and the web version of the survey, including the Spanish versions, before the data collection can begin. The contractor shall convert the CATI program developed in the first phase into a user-friendly pin-protected version. This assumes one round of minor and moderate revisions where CPSC will provide a list of all requested changes in a single document.

The contractor and CPSC shall develop illustrations for possible use with some or all the products in the survey for use in both the web survey and the phone survey. Potential eligible respondents to the phone survey may be mailed the illustrations after the mail screener questionnaire. Emphasis shall be placed on the less common products and the ones that are subject to misclassification, such as bath aids, as opposed to strollers or cribs.

Usability tests will be conducted on the web survey to test all the modules. After the initial testing, any revisions will be tested to ensure that the revisions correct any problems encountered.

A copy of the finalized Questionnaires shall be provided to CPSC within four weeks of OMB clearance.

### **Subtask 3 – Mailing and Screener (Main Data Collection & NRFU)**

Under this subtask, the contractor shall order and prepare mailing materials (cover letter, survey, outbound envelope, return envelope, reminder postcard) and set up a process to merge respondent addresses on the cover letter. The contractor shall process, scan, edit, and verify returned screeners. Direct costs shall include postage (outbound and BRM return postage), materials (postcards, paper, envelopes), printing, and automated assembly of the main survey packet (outbound envelope, letter, survey, return envelope). The subtask shall also include preparation of sample (eligible screeners) for loading into the main survey database. CPSC shall provide a letter from a CPSC official on CPSC letterhead for the mailing.

The contractor shall also prepare product illustrations and mailing materials for the illustrations, if CPSC decides to conduct mailings to the telephone respondents.

Screen mailings shall begin within one (1) week after completion of finalized questionnaires. Westat shall notify CPSC when mailing has begun.

### **Subtask 4 – Main Data Collection**

The contractor shall use the contact information obtained from the screener to conduct phone and web surveys with eligible respondents. The Web Survey and

Computer-assisted telephone interviewing (CATI) systems shall be employed for individuals who return the mail screener and are determined to be eligible for study participation. The contractor shall use the following features of Web Surveys and CATI to reduce respondent burden, make efficient use of study resources, and capture information in a timely manner during the field period.

- **Skip Patterns.** The Web Survey and CATI system shall automatically guide the respondent or interviewers (respectively) through the complex skip patterns in the questionnaire, reducing the potential for respondent or interviewer error and shortening the questionnaire administration time. The survey will include about 24 “modules” that ask about different products, but each respondent will be asked a maximum of 4 of these modules and the CATI and web programs will ensure that each respondent only gets asked the portions of the survey they have been selected for.
- **Receipt Control.** The Web and CATI systems shall provide for automatic receipt control in a flexible manner that will be used to produce status reports that allow ongoing monitoring of the survey’s progress and real—time knowledge of participant status regardless of the mode by which they respond.

In addition the CATI shall employ

- **Scheduling.** The CATI scheduler shall be used to route telephone numbers to interviewers, maintain a schedule of callback appointments, and reschedule unsuccessful contact attempts to an appropriate day and time. The system shall allow the assignment of random subsets of the total sample to any experimental conditions embedded in the data collection.
- CATI non-respondents who also supplied an email address will be sent emails inviting them to complete the extended survey on the web.

Main data collection shall begin at the same time the screeners are mailed. Westat shall notify CPSC when the Main Data Collection has begun.

### **Subtask 5 - Non-response Follow-Up Survey (NRFU)**

To partially measure the non-response bias, the nationwide field study shall include a non-response follow-up that will make additional contact effort for a randomly selected subset of the sample (10 percent) to yield a higher response rate for this subset. At the screener level, screener non-respondents will receive up to 3 survey mailings. At the extended level, non-respondents will receive additional email invitations and/or additional call attempts.

The NRFU shall begin at the same time the screeners are mailed. Westat shall notify CPSC when the NRFU has begun.

### **Subtask 6 – Data Preparation and Delivery**

The contactor shall prepare final survey data file in SAS format (and converted to up to 2 other file formats if/as needed). Data files shall be prepared in SAS in a way that permits CPSC staff to run cross-tabulations and other SAS routines readily. This shall include fully developed formatting with all variables and response code choices labeled. It shall also include editing and coding of up to 4000 open-ended responses (average of 2 per completed survey). This shall also include statistical weighting (probability of selection and post-stratification weights) including the integration and weighting of over-sample. It shall also include preparation of a complete codebook explaining variable names, and response codes.

This subtask shall also include a full report on the statistical methodology and conduct of the survey, including: a sampling report detailing the sampling process; a full methodology report documenting the data collection process in the mail screener, telephone survey and web survey; copies of all instruments and mailings used; weighted estimates of the percentages of U.S. households that own or use each product; a comparison of the demographic characteristics of

respondent households and households with children five and under in the U.S. population; and a report on the non-response follow-up (NRFU) that would identify any significant ways that non-respondents might differ from survey respondents.

Draft survey data files in SAS and Excel shall be delivered to CPSC within four (4) weeks after completion of Main Data Collection.

Final survey data files in SAS and Excel shall be delivered to CPSC within four (4) weeks after receipt of comments from CPSC staff.

Draft statistical methodology report shall be delivered to CPSC within eight (8) weeks after completion of main data collection and NRFU

Final statistical methodology report shall be delivered to CPSC within four (4) weeks after receipt of comments from CPSC staff.

#### **Subtask 7 - Summary Report**

The contractor shall prepare a summary report of the results of the DNPES, with separate sections comparing expected useful life of these products; frequency, duration, and types of use; supervision practices; sleep surfaces; storage, assembly, and breakage; and developmental aspects of product use.

- a) Draft summary report shall be delivered to CPSC within twenty (20) weeks after completion of data collection. CPSC shall review draft and forward comments to contractor.
- b) Final summary report shall be delivered to CPSC within six (6) weeks after receipt of comments.

Scheduling:

The contractor shall provide the following items to CPSC:

|                 | <u>Deliverable (Quantity)</u>   | <u>Quantity</u> | <u>Delivery</u>  |
|-----------------|---|-----------------|--|
|                 | Kickoff meeting that will commence all three subtasks   | 1 Mtg.          | Within two weeks of receipt of Task Order                    |
|                 | Status reports containing details on hours expended by labor category and work performed (monthly)  | 24 ea.          | The third Monday of each month                               |
| Subtask<br>1)   | Purchase sample, construct representative sample of addresses   | 1 ea.           | Within eight (8) weeks of receipt of Task Order.             |
| Subtask<br>2)   | Final questionnaires English and Spanish telephone questionnaires; English and Spanish web survey instrument, including product illustrations | 1 ea.           | Within four (4) weeks of OMB clearance.                      |
| Subtask<br>3)   | Mailing of screener packets   | 1 notification  | Five (5) to twenty (20) weeks after OMB clearance.           |
| Subtask<br>4)   | Main data collection  | 1 notification  | Seven (7) to forty (40) weeks after OMB clearance.           |
| Subtask<br>5)   | Begin non-response follow-up survey (NRFU)  | 1 notification  | Seven (7) to forty-two (42) weeks after OMB clearance.       |
| Subtask<br>6 a) | Draft data survey files, SAS and Excel  | 1 ea.           | Forty-three (43) to fifty-two (52) weeks after OMB clearance |

|                 | <u>Deliverable (Quantity)</u>          | <u>Quantity</u> | <u>Delivery</u>   |
|-----------------|--|-----------------|---|
| 6 b)            | Final data survey files, SAS and Excel | 1 ea.           | Forty-three (43) to fifty-two (52) weeks after OMB clearance, but within four weeks after receipt of CPSC comments on main data collection and NRFU           |
| 6 c)            | Draft methodology report               | 1 ea.           | Forty-three (43) to fifty-two (52) weeks after OMB clearance, but within eight weeks after completion of main data collection and NRFU                        |
| 6 d)            | Final methodology report               | 1 ea.           | Forty-three (43) to fifty-two (52) weeks after OMB clearance, but within four weeks after receipt of comments on the draft methodology report from CPSC staff |
| Subtask<br>7 a) | Draft summary report                   | 1 ea.           | Forty-three (43) to sixty-three (63) weeks after OMB clearance but within twenty weeks after completion of data collection                                    |
| 7 b)            | Final summary report (1)               | 1 ea.           | Forty-three (43) to sixty-three (63) weeks after OMB clearance, but within six weeks after receipt of comments on the draft summary report                    |

END

## LC 1A CONTRACTOR'S NOTE

Deliveries and/or shipments shall not be left at the Loading Dock. **All deliveries shall be considered "inside deliveries"** to the appropriate room at the Consumer Product Safety Commission (CPSC) and in accordance with the instructions below. When scheduling deliveries the purchase order number shall always be referenced and all packages shall clearly display the Purchase Order Number on the outside of the cartons and/or packages, to include the packing slip.

### ATTENTION GOVERNMENT VENDOR:

#### A. DELIVERY INSTRUCTIONS:

##### 1. DELIVERY INSTRUCTIONS FOR LARGE OR HEAVY ITEMS:

If the shipment or item being delivered requires use of a loading dock, advance notification is required. The contractor shall contact the Shipping and Receiving Coordinator at (301) 366-7018 or Ronald Welch (301) 504-7091, forty-eight (48) hours in advance of the date the items are to arrive to schedule use of the loading dock.

##### LOADING DOCK HOURS OF OPERATION:

9:00 am to 11:00 am or 1:30 pm to 4:00 pm  
Monday through Friday (except holidays)

Please notify contact person if there is a change in the delivery date. For changes, delays, or assistance please contact CPSC as follows:

Facilities Management Support Services (301) 504-7091  
And **Project Officer William Zamula at (301) 504-7709.**

Upon arrival, the driver should contact the CPSC Guard, 301-504-7721, at the loading dock to obtain assistance in using freight elevators and to gain access to CPSC security areas.

##### 2. DELIVERY INSTRUCTIONS FOR SMALL ITEMS

When delivering or shipping small items, the contractor and/or carrier service shall report to the 4th floor lobby, North Tower, 4330 East West Highway, to sign in with the CPSC guard. Upon completion of signing in, the contractor shall deliver all shipments to the Mail Room, Room 415. After delivery, delivery personnel shall promptly depart the building.

##### MAIL ROOM HOURS OF OPERATION:

Monday through Friday (except holidays) – 7:30 am to 5:00 pm

## B. 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. Taxpayer Identification Number (TIN).
3. Invoice date (use of invoice number in addition to invoice date is prudent but not required).
4. 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.
5. Description, price and quantity of goods or services actually delivered or rendered.
6. Shipping cost terms (if applicable).
7. Payment terms.
8. ACH Vendor Information which includes: the Financial Institution, routing transit number, and depositor account number. In addition please specify whether account is a checking account or savings account.
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:

Accounting Officer  
Div. of Financial Services, Room 522  
U.S. Consumer Product Safety Commission  
4330 East-West Hwy  
Bethesda, MD 20814

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 Finance Office at 301-504-7172 or 301-504-7130.

#### C. PAYMENT

Payment will be made as close as possible to, but not later than, the 30<sup>th</sup> 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 the Accounting Officer at (301) 504-7203 or 301-504-7130 or at the following address:

Accounting Officer  
Div. of Financial Services, Room 522  
U.S. Consumer Product Safety Commission  
4330 East-West Hwy  
Bethesda, MD 20814

Complaints related to the late payment of an invoice should be directed to Deborah Peebles Hodge, Director, Division of Financial Services at the same address (above) or 301-504-7130.

#### D. INSPECTION & ACCEPTANCE PERIOD

Unless otherwise stated in the Statement of Work or Description, the Commission will ordinarily inspect all materials/services within three (3) working days after the date of receipt. The CPSC contact person will transmit disapproval, if appropriate. 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: Peter Nerret, Contract Specialist @ (301) 504-7033**

#### 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 Administrative Services Specialist (Ron Welch) 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.