

**ORDER FOR SUPPLIES OR SERVICES**

PAGE OF PAGES

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 03/29/2010	2. CONTRACT NO. (If any) CPSC-A-10-0001	6. SHIP TO.	
3. ORDER NO.		4. REQUISITION/REFERENCE NO. REQ-1500-10-0001	
5. ISSUING OFFICE (Address correspondence to) CONSUMER PRODUCT SAFETY COMMISSION DIV OF PROCUREMENT SERVICES 4330 EAST WEST HWY ROOM 517 BETHESDA MD 20814		a. NAME OF CONSIGNEE  CONSUMER PRODUCT SAFETY COMMISSION	

b. STREET ADDRESS DIVISION OF FINANCIAL SERVICES 4330 EASTWEST HIGHWAY ROOM 522	
c. CITY BETHESDA	d. STATE MD
e. ZIP CODE 20814	

7. TO: MAGDA GONZALES	1. SHIP VIA
a. NAME OF CONTRACTOR HISPANIC ASSOC OF COLLEGES AND UNIVERSITIES	8. TYPE OF ORDER

b. COMPANY NAME		<input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR:  Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	<input type="checkbox"/> b. DELIVERY  Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.
c. STREET ADDRESS 8415 DATAPPOINT DRIVE SUITE 400			
d. CITY SAN ANTONIO	e. STATE TX	f. ZIP CODE 78229-3298	

9. ACCOUNTING AND APPROPRIATION DATA See Schedule	10. REQUISITIONING OFFICE CONSUMER PRODUCT SAFETY COMMISSION
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11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT
<input type="checkbox"/> a. SMALL	<input type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED	
<input type="checkbox"/> d. WOMEN-OWNED	<input type="checkbox"/> e. HUBZone	<input type="checkbox"/> f. EMERGING SMALL BUSINESS		

13. PLACE OF		14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 06/07/2010	16. DISCOUNT TERMS Net 30
a. INSPECTION Destination	b. ACCEPTANCE Destination			

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: <span style="background-color: black; color: black;">XXXXXXXXXX</span> This is a Cooperative Agreement between the U.S. Consumer Product Safety Commission and the Hispanic Association of Colleges and Universities for one summer intern. Services shall be in accordance with the Continued ...					

18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.	17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO.			
a. NAME CONSUMER PRODUCT SAFETY COMMISSION			\$10,000.00
b. STREET ADDRESS (or P.O. Box) DIVISION OF FINANCIAL SERVICES 4330 EAST WEST HWY ROOM 522			17(i) GRAND TOTAL
c. CITY BETHESDA	d. STATE MD	e. ZIP CODE 20814	

22. UNITED STATES OF AMERICA BY (Signature) 	23. NAME (Typed) Rudi M. Johnson TITLE CONTRACTING/ORDERING OFFICER
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**ORDER FOR SUPPLIES OR SERVICES  
SCHEDULE - CONTINUATION**

PAGE NO

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER

CONTRACT NO.

ORDER NO.

03/29/2010

CPSC-A-10-0001

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>attached agreement. Accounting Info: 0100A10DOP-2010-5215700000-E000001500-251A0</p> <p>This is a Cooperative Agreement between the U.S. Consumer Product Safety Commission and the Hispanic Association of Colleges and Universities for one summer intern.</p> <p>The total amount of award: \$10,000.00. The obligation for this award is shown in box 17(i).</p>				10,000.00	
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$10,000.00	

COOPERATIVE AGREEMENT  
BETWEEN THE  
CONSUMER PRODUCT SAFETY COMMISSION  
AND  
HISPANIC ASSOCIATION OF COLLEGES AND UNIVERSITIES

1. **Background:** Since 1992, the HACU National Internship program (HNIP) has placed more than 8,000 undergraduate and graduate students in challenging paid internship assignments with federal agencies in Washington, DC and nationwide. Nearly 655 students participated in the internship program in 2009 alone. By providing a comprehensive range of services to students, supervisors, and federal agencies, HNIP has established a model program for both student development and outreach to the Hispanic community. The HNIP program is identified by OPM as point four in its Nine Point plan, known as the Hispanic Employment Initiatives, to improve the representation of Hispanics in the Federal workforce.

2. **Objective:** To provide a comprehensive range of services to students, supervisors, and federal agencies for both student development and outreach to improve the representation of Hispanics in the Federal workforce.

3. **Statement of Work:** The Hispanic Association of Colleges and Universities (HACU) shall provide a summer student intern as a part of their HACU National Internship Program to provide services at the Consumer Product Safety Commission (CPSC).

**3.1 HACU shall:**

- a. Recruit and screen each intern for its summer 2010 HACU program and provide CPSC with the applications of all accepted applicants in adequate time for CPSC to make a selection prior to the performance start date.
- b. Make all needed arrangements for the travel (long distance and local), housing, academic course work (6 credit hours), stipend, partial meal plan, and logistical support of each HACU student's schedules to work at CPSC during the summer of 2010. HACU will provide the interns with a weekly stipend in a timely fashion as well as cultural and social activities identified in HACU literature.
- c. Orient each student accepted by CPSC to the HACU program and the general Bethesda area.
- d. Monitor the performance of each CPSC HACU intern to ensure acceptable levels of performance.
- e. Work closely with the CPSC Project Officer if any problems should develop with, for example, the performance of the interns or the attendance record of the interns.

**3.2 Schedule of deliverables:**

- a. HACU shall substantially complete the recruiting and selection process and provide CPSC with the applications for an intern.

- b. HACU shall have each intern selected by CPSC settled in on a campus of their choice and ready to report to work at CPSC on the performance start date.
- c. HACU shall pay each HACU student their weekly stipend on the same day each week in an orderly and timely fashion.
- d. HACU shall provide transportation to and from the selected campus for each HACU student working at CPSC,
- e. HACU shall provide a final participation summary on each intern providing services at CPSC.

#### **4. Place of Performance**

- a. The accepted intern shall perform services at the following address:

U.S. Consumer Product Safety Commission  
Executive Director for Laboratory Sciences (EXLS)  
10901 Darnestown Road, Building B  
Gaithersburg, MD 20878  
(301) 424-6421 x131  
Email: [astadnik@cpsc.gov](mailto:astadnik@cpsc.gov)

- b. The following individual is designated as project officer and shall be the point of contact for services performed under this agreement

Ms. Kathleen Buttrey  
Director, OEEOME  
(301) 504-7771  
Email: [kbuttrey@cpsc.gov](mailto:kbuttrey@cpsc.gov)

#### **5. Period of Performance**

- a. Performance of this agreement shall commence on June 7, 2010 and shall end on August 13, 2010.
- b. The intern shall perform forty (40) hours per week, not to exceed eight (8) hours per day. Service shall be performed between the hours of 7:00 am and 5:00 pm.
- c. If either party requests any changes/modifications to this agreement, or an extension of time for this agreement, the request must be in writing addressed to the Contracting Officer. A modification to the Cooperative Agreement must be signed by the Contracting Officer and an official representative of HACU. However, if either party desires to terminate this agreement, a written notice to the other party shall be forwarded and received within thirty (30) calendar days in advance of the desired termination date unless an intern must be removed by the Government for safety reasons, as a source of significant disruption, or other critical reason determined essential by the government.

**6. Key Personnel:**

a. The following student has been accepted and shall perform in conjunction with this cooperative agreement as intern for the summer 2010 HACU program -

b. Interns shall comply with all CPSC regulation and guidance while performing on site. They shall obtain appropriate identification from the Administrative Division, Administration Services and wear this visible identification while performing.

**7. Funding:**

a. This is a firm fixed agreement in the amount of \$10,000.00. Billing instructions are attached. Funding for this Cooperative Agreement shall be chargeable to the following accounting and appropriation data.

0100A10DOP 2010 5215700000 EO00001500 251A0

DUNS# 069287522  
ALC: 61-00-0001  
TIN: 520978750  
US TREAS CODE: 61-0100

**8. Handling of Confidential Information**

a. If the HACU obtains confidential business information about any company in connection with performance of this agreement, either from the CPSC or from the other company itself, the HACU agrees that it will hold the information in confidence and not disclose it either to anyone outside the CPSC or to any HACU employee not involved in performance of this agreement.

**9. Acceptance of Agreement:**

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Rudi Johnson  
Contracting Officer  
Division of Procurement Services  
4330 East West Hwy  
Bethesda, Maryland 20814

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Noel J. Guerrero  
Interim Associate Director  
HACU Internship Program  
One Dupont Circle, NW Suite 430  
Washington, DC 20036  
Telephone number: (202)467-0893 Office  
(202)261-2083 Direct  
(202)288-6229 Mobile  
Fax Number: (202)496-9177  
Email: nguerrero@hacu.net

## 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 (where practicable), 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.

#### **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).

#### **D. INSPECTION & ACCEPTANCE PERIOD**

The Commission at the destination point within three (3) working days after the date of receipt shall inspect all materials/services. The CPSC contact person will transmit disapproval, if appropriate.

#### **E. ALL OTHER INFORMATION RELATING TO THE PURCHASE ORDER**

Contact: Mrs. Germaine Myles (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 Facilities Management Chief (Iris Parks) in the Facilities Management Support Services Branch (Room 416A). 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.