

Todd Stevenson

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEM OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30			1. REQUISITION NUMBER REQ-2400-11-0278	PAGE OF 1 8
2. CONTRACT NO. CPSC-D-06-0002	3. AWARD/EFFECTIVE DATE 09/30/2011	4. ORDER NUMBER 0015	5. SOLICITATION NUMBER CPSC-Q-11-0204	6. SOLICITATION ISSUE DATE 09/23/2011
7. FOR SOLICITATION INFORMATION CALL:		a. NAME Rudi Johnson	b. TELEPHONE NUMBER (No collect calls) 301-504-7028	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 type="checkbox"/> UNRESTRICTED OR <input checked="" type="checkbox"/> SET ASIDE: 100.00 % FOR: <input checked="" type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> EMERGING SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> SOLE SOURCE <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input checked="" type="checkbox"/> 8(A) NAICS: SIZE STANDARD: \$21.0	
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 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		14. METHOD OF SOLICITATION <input checked="" type="checkbox"/> RFP <input type="checkbox"/> IFB <input type="checkbox"/> RFP
17a. CONTRACTOR/OFFEROR VISUAL INFORMATION SYSTEM INC ATTN VINH Q NGUYEN 8901 TRIPLE RIDGE RD FAIRFAX STATION VA 22039-3004 TELEPHONE NO. (703) 643-1628	CODE [REDACTED]	FACILITY CODE	18a. PAYMENT WILL BE MADE BY CPSC Accounts Payable Branch AMZ 160 P. O. Box 25710 Oklahoma City OK 73125	

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
	Project Officer Phil Margolies pmargolies.cpsc.gov 301-504-6963 TASK ORDER 0015 AGAINST CONTRACT CPSC-D-06-0002 IS HEREBY ISSUED TO PROVIDE ALL NECESSARY PERSONNEL, MATERIALS AND SERVICES TO PROVIDE SENIOR LEVEL DATABASE COMPUTER PROGRAMMING SERVICES FOR THE PERFORMANCE PERIOD 30 SEPTEMBER 2011 THROUGH 31 MARCH 2012. ALL SERVICES SHALL BE (Use Reverse and/or Attach Additional Sheets as Necessary)				

25. ACCOUNTING AND APPROPRIATION DATA
0100A11DCC-2011-9994700000-EXITIT2400-252M0

26. TOTAL AWARD AMOUNT (For Govt. Use Only)
\$110,607.20

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. QUOTE OFFER DATED 09/27/2011 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)
Kim Miles

31c. DATE SIGNED
9-30-11

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
0001	<p>IN ACCORDANCE WITH THE ATTACHED STATEMENT OF WORK, CPSC-D-06-0002 AND THE CONTRACTOR'S PROPOSAL DATED SEPTEMBER 27, 2011.</p> <p>CONTRACTOR SHALL PROVIDE THE FOLLOWING:</p> <p>PUBLIC WEB SITES SPECIFICALLY EPISERVER CPSC CONTENT MANGEMENT SYSTEM (CMS)</p> <p>The total amount of award: \$110,607.20. The obligation for this award is shown in box 26.</p>	880	HR	125.69	110,607.20

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 COMPLETE PARTIAL FINAL _____ 37. CHECK NUMBER _____
 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 REC'D (YY/MM/DD) _____ 42d. TOTAL CONTAINERS _____

STATEMENT OF WORK WEBSITES

1. Description of Services

Independently, and not as an agent of the Government, the Contractor shall provide services relating to identifying and resolving technical, administrative, content, and design issues involving CPSC's Content Management System (CMS) and Website search application, which support CPSC's new CPSC.gov Website. Services shall include conducting a gap analysis and developing solutions for resolving issues identified during the analysis.

The Contractor shall perform their work in accordance with CPSC's established web and systems procedures, including but not limited to, website management policies, procedures, and standards; systems development lifecycles; and relevant Federal (non-CPSC) guidance.

2. Task Order

This is a firm-fixed price Task Order based on the firm-fixed price fully loaded hourly rate for the hours indicated on the schedule of services/supplies.

3. Qualifications

The technical qualifications necessary for these tasks are .Net Programming experience (versions 1.0 and above), Visual Studio 2010 and Team Foundation Server 2010 experience, Content Management System development experience, and website search application experience.

4. Performance Work Statement

A. Project Management Services

(1) The Contractor shall provide project management support in alignment with CPSC's Project Management Office and Systems Development Lifecycle (SDLC) processes and templates. This support shall include a project management plan, describing the Contractor's process for conducting an analysis of issues (to be identified by the Contractor through system testing and review of CPSC's Website Redesign project Issues List) relating to CPSC's CMS and the Contractor's approach to developing solutions for the issues identified.

(2) The Contractor shall conduct a kick-off meeting with CPSC to establish a proposed work plan with time line.

(3) The Contractor shall deliver weekly and monthly progress reports, including but not limited to the master list of issues, number of total issues, list of new issues identified, list of issues resolved, and list of development activities planned and completed.

(4) The Contractor shall document the Gap Analysis process and the development activities involved in resolution of the issues, including but not limited to, collateral issues arising from the resolution of issues on the master list and recommendations for improvements to the CMS, new CPSC.gov Website, and Website Search application identified during the Contractor's Gap Analysis and Development and Testing process.

B. Gap Analysis Services

The gap analysis is intended to identify and analyze issues with CPSC's CMS and Web search application to produce a prioritized master list of issues for resolution in support of the system becoming publically available.

(1) The Contractor shall conduct an analysis of the issues identified (gap analysis), including but not limited to reviewing the current state of the CMS, new CPSC.gov Website, and Website Search application, reviewing CPSC's Website Redesign Project Issues List (available on the CPSC SharePoint site), and conducting functional and user testing to establish a master list of issues relating to the CMS, new CPSC.gov Website, and Website Search application.

(2) The Contractor shall deliver to CPSC a report detailing the development activities required to resolve the issues. The report shall include, but not be limited to, a summary of the issues identified, the Contractor's recommendation for severity and priority of resolution, the potential impact of not resolving each issue, and the Contractor's plan for development activities to resolve the issues. The Contractor shall use CPSC's classifications for Severity (Show Stopper, High, Medium, Low) and Priority (High, Medium, and Low).

C. Systems Development and Testing Services

(1) The Contractor shall develop and test resolutions for the issues based on the severity and priority classifications. The Contractor shall develop and test these resolutions in CPSC's CMS Development and Quality Assurance, and the ConceptSearch Development environments. CPSC shall validate and approve or approve without validation within five (5) business days the resolutions, based on the issues listed as resolved in the Contractor's weekly report.

(2) Once the resolutions are validated by CPSC, the Contractor shall implement, in coordination with CPSC staff and CPSC's change control process, the changes to the CMS Staging and Production and ConceptSearch Production environments. CPSC shall validate and approve within five (5) business days the resolutions, based on the development activities listed as completed in the Contractor's weekly report.

(3) The Contractor shall monitor all changes developed or implemented by the Contractor and CPSC staff to ensure the system maintains optimal functionality, and the Contractor shall,

in coordination with CPSC staff as needed, investigate issues and develop solutions that arise from changes the Contractor or CPSC staff have implemented.

(4) The Contractor shall update the master list of issues with any and all collateral issues that arise during or because of the development, testing, and implementation of the resolutions.

5. Reporting Requirements

The Contractor shall keep a record of all work performed, by utilizing the SharePoint and Help Desk systems where all requirements and assignments are recorded. The Contractor shall provide a detailed summary of tasks completed (accomplishments), planned activities, and risks and issues identified in weekly status and progress reports. The Contractor shall keep an open line of communication between himself/herself and CPSC staff to discuss, advise and recommend on issues and problems which the Contractor identifies.

6. Inspection and Acceptance

The Contractor's performance will be evaluated by each assignment and the nature of each assignment. Expected times of completion will be commensurate with those expected of CPSC employees, who are web team members, doing similar work. The Government will ascertain the time of completion and quality of the work by examination of the record of work performed entered into specialized area identified for completed work. The Government will inspect the work and notify the Contractor orally regarding problems and any corrections needed. If satisfactory correction is not made, the Contractor will be notified in writing of the problems with the work and the Contractor shall provide an acceptable correction, correction plan or recommendation within 24 hours of notification.

The following deliverable items must be performed or delivered in accordance with the following schedule:

Deliverable	Schedule
Project Kick-Off Meeting	NLT 5 Days after award
Weekly Status Reports	NLT then one week after kick off meeting, then weekly on Thursday except in week's where a monthly progress report is due
Project Management Plan	NLT 15 days after kick off, then monthly updates
Monthly Progress Report	30 after award, then monthly (NLT 5 th of month)

Gap Analysis Report	NLT 30 days after award
System Acceptance	NLT December 31, 2011
Project Close Out (delivering of remaining documentation, reports, and final master list of issues)	Within 10 business days from final system acceptance

6. Period of Performance

The performance of work will be from the effective date (Block #3) of the delivery task order and shall be completed no later than March 31, 2012.

7. GOVERNMENT FURNISHED MATERIALS:

The contractor is only responsible for providing the qualified contract individuals. The Government will supply all other materials, such as a workstation (including computer hardware and software, and phone), network and internet access, documents describing web maintenance procedures, and any other items necessary to perform the work.

8. PLACE OF PERFORMANCE:

Consumer Product Safety Commission
 Division of Information Technology Services
 4330 East West Highway
 Room 504
 Bethesda, Maryland 20814

9. HOURS OF PERFORMANCE: Services shall be performed Monday through Friday during the CPSC core hours of 7:30 am – 4:00 pm weekends and holidays excluded.

10. CONTRACTOR PERSONNEL:

a. The contractor shall be responsible for satisfactory standards of employee competency, conduct and integrity. The contractor's employees must be presentable in appearance (i.e. clean, un-torn appropriate attire and exercise good personal hygiene). The contractor shall be responsible for taking disciplinary actions including suspension and termination with respect to contractor employees as may be necessary. At all times while on CPSC's premises, the contractor shall

comply with all rules and regulations governing the conduct of personnel on Government Property.

b. CPSC reserves the right to have the contractor remove any of its employees, for any reason including failure to comply with any terms of this call or observed failure to provide satisfactory service to the Government.

12. LC 5B PROJECT OFFICER DESIGNATION:

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

Name: Phil Margolies
Division: Information Technology Services
Telephone: 301-504-6987

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.

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.