

Date 26 APR 2001



**Task Order No. 2
Under Contract No. CPSC-C-01-1145**

**Database and Application Computer Programming Services
for the
Division of Data Systems**

I. Purpose

The purpose of this task order is to acquire database and application computer programming services for the Consumer Product Safety Commission (CPSC) Division of Data Systems (EPDS). This task order requires Visual Information System, Inc. (hereinafter referred to as "the Contractor") to analyze, design and program a new PC-NEISS hospital data collection application in Powerbuilder using the MS Access database. This Task Order No. 2 is being issued under CPSC Contract No. CPSC-C-01-1145. (hereinafter referred to as "the contract")

II. Background

On May 1, 2000 the CPSC began collecting data on all injuries from selected National Electronic Injury Surveillance System (NEISS) hospitals for the Centers for Disease Control (CDC). On-site contractors perform a daily review of these NEISS cases, coding several new variables for external cause of injury. Because the data collection application running on PCs at each NEISS hospital is out-dated software - Power Basic - CPSC requires a new data collection application be designed and coded in Powerbuilder using the Access database. The services being acquired under this task order are in support of the All Trauma NEISS project, which is maintained by CPSC under an interagency agreement between CPSC and CDC.

III. Statement of Work

- A. Independently, and not as an agent of the Government, the Contractor shall furnish all necessary personnel, materials, services and facilities to perform the work specified herein, except as provided in Section H.1., GOVERNMENT FURNISHED MATERIALS/EQUIPMENT, of the contract.
- B. Within ten (10) working days after receipt of written notice from the CPSC Contracting Officer to commence work under the task order, the Contractor shall meet with the CPSC Project Officer to discuss the requirements of the task order.

The meeting will take place at the Consumer Product Safety Commission's Headquarters facility located at 4330 East West Highway, Room 506, Bethesda, Maryland.

- C. The Contractor shall program a new PC-NEISS application as follows.
1. The Contractor shall analyze, design and program a new PC-NEISS hospital data collection application in PowerBuilder using the MS Access database. The Contractor shall meet with the CPSC users to gather requirements. The new application must incorporate all data validation, file maintenance, record assignment and reporting capabilities of the current application. New functionality shall include a GUI user interface, easier modification for special studies and increased quality control. The new Windows application shall provide easy extensibility to meet growing information requirements.
 2. Before commencing program development, the Contractor shall devise and submit a written work plan to implement the new PC-NEISS application to the CPSC Project Officer for review and obtain the Project Officer's written approval of the plan. The Contractor shall modify the work plan, if the Project Officer requires any corrections to the work plan.
 3. Upon the CPSC Project Officer's written approval of the work plan, the Contractor shall develop and implement a fully functional PC-NEISS system. The Contractor shall fully test the new PC-NEISS system prior to implementation.
 4. The Contractor shall design Sybase database structures, triggers, stored procedures and PowerBuilder source code. The Contractor shall store code and executables and database procedures in electronic format on CPSC's system for the new PC-NEISS application.
 5. The Contractor shall fully document all database definitions and procedures and all application programs for the new PC-NEISS system. The Contractor shall provide written user and system documentation for the new system to the CPSC Project Officer.
 6. After initial implementation and upon written notification from the CPSC Project Officer, the Contractor shall modify the application to meet any changing requirements at CPSC or other agencies to refine collection strategies. The CPSC Project Officer's written requests for modifications to the system under this task order will be after implementation through December 31, 2001.

- D. The Contractor shall perform all work described above to ensure that tasks are completed within the delivery/performance schedule specified in Part VI of this task order. The CPSC Project Officer will submit to the Contractor written acceptance/rejection of the work within the periods specified in Section E.1, INSPECTION AND ACCEPTANCE, of the contract. Acceptance/rejection of the work will be based on conformance with the task requirements specified herein.

IV. Reports

While performing services under this task order, the Contractor shall provide weekly oral reports, written monthly reports and a written final report. The Contractor shall provide and submit the reports in accordance with Section C 5, REPORTING REQUIREMENTS, of the contract and within the delivery/performance schedule specified in Part VI of this task order. In addition to an original hard copy, the contractor shall also submit the final report on a 3 1/2" diskette in MS Word format.

V. Period of Performance

The period of performance for this task order shall be from the effective date of the task order through December 31, 2001. The period includes submission of the final report.

VI. Delivery/Performance Schedule

Items specified in this task order shall be delivered or performed in accordance with the following schedule:

	<u>Item</u>	<u>Quantity</u>	<u>Delivery or Performance</u>
(1)	Meet with the CPSC Project Officer to discuss task order requirements (See Part III B)	One Meeting	Within 10 working days after being informed by the CPSC Contracting Officer to commence work under this task order
(2)	Analyze PC-NEISS requirements and meet with users (See Part III C.1.)		Within 10 working days after date of meeting

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| (3) | Write and submit a work plan for PC-NEISS application
(See Part III C.2) | 1 original | Within 14 working days after date of meeting |
| (4) | CPSC Project Officer reviews and approves work plan, if acceptable
(See Part III C.2) | | Within 10 working days after receipt of work plan |
| (5) | Modify work plan if any corrections are required by the CPSC Project Officer
(See Part III.C 2.) | | Within 5 working days after the CPSC Project Officer notifies the Contractor of required corrections |
| (6) | Develop, test and implement PC-NEISS application
(See Part III C 3) | | After obtaining written approval of the work plan from the CPSC Project Officer and no later than Oct. 1, 2001 |
| (7) | Submit Written User and System Documentation to the CPSC Project Officer
(See Part III C 5.) | 1 original | No later than November 1, 2001 |
| (8) | Modify PC-NEISS application to meet any changing requirements
(See Part III C.6.) | | After implementation of the PC-NEISS application, as requested by the CPSC Project Officer through December 31, 2001 |
| (9) | Provide Oral Reports
(See Part IV) | | Every 7 calendar days after commencing work under the task order |
| (10) | Submit Written Status Reports
(See Part IV.) | 1 original | Every 30 calendar days after commencing work under the task order |

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| (11) | Submit Written Final Report
(See Part IV) | 1 original
& 1 diskette
(MS Word
3 1/2") | After completing all tasks under the task order, but no later than December 31, 2001 |
|------|-----------------------------------------------|---------------------------------------------------|--------------------------------------------------------------------------------------|

VII. Key Personnel

- A. The Contractor has identified the following individuals who will be assigned to perform work under this task order

<u>Name</u>	<u>Title</u>
Vinh Nguyen	Project Manager
Hung Nguyen	Senior Programmer

- B. The Contractor shall assign individuals to perform work under this task order in accordance with the requirements in Sections C.3 d and G.7 b of the contract.

VIII. Pricing

The following labor categories and number of hours in each labor category are required to complete the tasks specified herein

<u>Labor Category</u>	<u>No. of Hours</u>	<u>Hourly Labor Rate</u>	<u>Total</u>
Project Manager	56	\$95 00	\$ 5,304 00*
Senior Programmer	1,064	\$89 00	<u>\$ 94,696 00</u>
Total Fixed Price			\$100,000 00

IX. Billing

The Contractor may submit vouchers for partial payments every two (2) months after commencing work under the task order. Vouchers shall be submitted in accordance with Section G 3 , BILLING INSTRUCTIONS, of the contract. The amount claimed on the voucher shall be based on the percentage of completion of the work for the task. The voucher shall be certified by the Contractor and include a rationale for the percentage claimed for the task, with payment subject to the approval of the CPSC Project Officer

*Not exact figure, due to rounding in the number of hours, however, \$5,304.00 is the fixed price that will be charged to the Project Manager labor category.

X. Payment

The Contractor will be paid for completing the requirements under this task order in accordance with Sections G.1 CONSIDERATION, G.2 , PAYMENT and G 4 , METHOD OF PAYMENT of the contract.

XI. Accounting and Appropriation Data

The accounting and appropriation data applicable to this task order is as follows:

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