

2. Amendment/Modification No. **0007** 3. Effective Date **Oct 1, 2002** 4. Requisition/Purchase Req. No. 5. Project No. (if applicable)

6. Issued By **PETER J NERRET (301) 504-0444 EXT. 1150** Code PJN  
**PETER J NERRET (301) 504-0444**  
7. Administered By (If other than Item 6) Code CPSC  
**US CONSUMER PRODUCT SAFETY COMM  
DIVISION OF PROCUREMENT SERVICES  
4330 EAST WEST HWY ROOM 517  
BETHESDA, MD 20814-4408**

8. Name and Address of Contractor (No., Street, County, and Zip Code) (X) 9A. Amendment of Solicitation No.  
**DIGITAL SOLUTIONS, INC. Vendor ID: 00015743**  
**8807 SUDLEY ROAD DUNS: 809424666**  
**SUITE 112 CAGE:**  
**MANASSAS VA 22110** X 9B. Date (See Item 11)  
10A. Modification of Contract/Order No.  
**CPSC-C-01-1005**  
10B. Date (See Item 13)  
**Oct 1, 2000**

Code Facility Code

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS  
 The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers  is extended  is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:  
(a) By completing items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. Accounting and Appropriation Data (if required)  
\$ US 0.00

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT/ORDERS.  
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.  
(x) A. This change order is issued pursuant to: (Specify authority) The changes set forth in item 14 are made in the Contract Order No. in item 10A.  
X B. The above numbered Contract/Order is modified to reflect the administrative changes (such as changes in paying office, appropriation date, etc.) Set fourth item 14, pursuant to the authority of FAR 43.103 (b)  
C. This supplemental agreement is entered into pursuant to authority of:  
D. Other (Specify type of modification and authority)

E. IMPORTANT: Contractor  is not,  is required to sign this document and return 3 copies to the issuing office.

14. Description of Amendment/Modification (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

**THE PURPOSE OF THIS MODIFICATION IS TO CHANGE PORTIONS OF THE STATEMENT OF WORK AND DELIVERY SCHEDULE.**

**BASED ON THE ABOVE, THE CONTRACT IS CHANGED TO READ AS FOLLOWS:**

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. Name and Title of Signer (Type or Print) **JUN PAN, President**  
15B. Contractor/Officer **JUN PAN**  
(Signature of person authorized to sign)  
15C. Date Signed **10/7/02**  
16A. Name and title of Contracting Officer (Type or Print) **DONNA HUTTON (301) 504-0444/1421**  
**CONTRACTING OFFICER**  
**dhutton@cpse.gov**  
16B. United States of America  
(Signature of Contracting Officer)  
16C. Date Signed **Oct 3, 2002**

Section II., entitled "Statement of Work" is changed to read as follows:

I. Statement of Work

The Contractor shall prepare and scan the EPDS daily batch each workday from October 1<sup>st</sup>, 2002, or the effective date of this task order - whichever is later, through September 30<sup>th</sup>, 2003. The daily batch consists of incident reports (IPII), death certificates (DTHS and ABDT), and investigation reports (INDP). All the documents received in EPDS during the prior day are collected each morning to form that day's daily batch. As a rule, the work shall be performed each workday. If necessary, the schedule may occasionally be adjusted upon approval by the Project Officer. The process of preparing the batch may change slightly in response to Division and Commission requirements, but it currently consists of the following activities:

Additionally, Subsection e. is changed to read as follows:

- e. Each IPII, ABDT and DTHS document is scanned, named according to current naming rules, and placed in the proper directory of the designated network file server.

Additionally, Section V., entitled Delivery or Performance is changed to read as follows:

V. Delivery or Performance

ITEM	QUANTITY	DELIVERY OR PERFORMANCE
Print documents received in Division electronic mailbox	10 - 40 documents average 20 documents	every workday
Check that all hotline documents were printed	10 - 30 documents average 20 documents	every workday
Apply required stamps to IPII documents	20 - 250 documents average 85 documents	every workday
Scan each IPII document	20 - 250 documents average 85 documents	every workday
Scan each death certificate	0 - 200 documents average 40 documents	every workday
Scan selected INDP documents	0 - 30 average 6 documents	every workday
Collect and organize documents into daily batch	N/A	every workday
Prepare batch cover sheet	2 copies	every workday
Prepare monthly report	2 copies	each month