

FEDERAL EMERGENCY MANAGEMENT AGENCY

PAGE OF

INTERAGENCY AGREEMENT

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1. INTERAGENCY AGREEMENT NO.

EME-2003-IA-0297

2. EFFECTIVE DATE

3. PROJECT/REQUISITION NO.

E346153Y

4. ISSUED BY

National Emergency Training Center
Satellite Procurement Office
S. Jane Huwig-Leister
16825 South Seton Avenue
Emmitsburg MD 21727

5. NAME, TITLE, PHONE NUMBER OF EACH GOVERNMENT PROJECT OFFICER FOR BOTH AGENCIES

ROBERT MCCARTHY, 301-447-1130

(FEMA PO)

6. AGENCY PERFORMING SERVICE

U. S. CONSUMER PRODUCT SAFETY COMMISSION
ATTN: WILLIAM KING
EAST WEST TOWERS
4330 EAST WEST HIGHWAY, SUITE 600
BETHESDA MD 20814

MARGARET NEILY (301) 504-0504, ext. 1293

(Other Agency's Project Monitor)

7. PROJECT TITLE

MATTRESS AND BEDDING FIRES

8. PROJECT OBJECTIVE

Develop a mandatory standard to address the consequences of open flame ignition of mattresses and pursue small-scale test development.

9. PERFORMANCE PERIOD OF AGREEMENT

12 months from effective date of award

10. ACCOUNTING AND APPROPRIATION DATA

See Continuation Sheet

11. DOLLAR VALUE OF AGREEMENT

\$75,000.00

12. FUNDING (The Federal Emergency Management Agency agrees to advance/reimburse funds up to the dollar amount of this agreement, upon receipt of a properly executed Standard Form 1080 or 1081. The appropriate form must be executed in original and six copies, be identified with agreement number and accounting data, and transmitted to the following office for funds action.)

National Emergency Training Center
Budget and Finance, E-104
16825 South Seton Avenue
Emmitsburg, MD 21727
ALC: 70-07-0004

FEMA shall reimburse the Agency cited in Block 6 of this form for expenses incurred in providing the requested services with the exception of those that may be caused by administrative error of the agency cited in Block 6 (for example, payment of interest to contractors due to late payment)

(Any funds not utilized for the performance of the work described in this agreement must be returned to the Federal Emergency Management Agency.)

13. PURSUANT TO THE AUTHORITY OF

Federal Fire Prevention and Control Act of 1974 (P.L. 101-391)

(The Federal Emergency Management Agency may enter into this agreement. the person executing this agreement has a written delegation of authority to do so on behalf of the agency.)

14. SIGNATURE OF PERSON AUTHORIZED TO SIGN

DATE

8/15/03

16. SIGNATURE OF PERSON AUTHORIZED TO SIGN

DATE

8/5/03

15. TYPE NAME, TITLE OF PERSON AUTHORIZED TO SIGN

Donna Hutton, Contracting Officer
U.S. CONSUMER PRODUCT SAFETY COMMISSION

17. TYPE NAME, TITLE OF PERSON AUTHORIZED TO SIGN

Bryan S. McCreary
Contracting Officer
FEDERAL EMERGENCY MANAGEMENT AGENCY

CONTINUATION PAGE

A.1 PRICE/COST SCHEDULE

ITEM NO.	DESCRIPTION OF SUPPLIES/SERVICES	QTY	UNIT	UNIT PRICE	AMOUNT
0001	Mattress & Bedding Fires - Report	1	Job	\$75,000.00	\$75,000.00
	FUNDING/REQ NO: 01:			\$75,000.00 E346153Y	
GRAND TOTAL ---					\$75,000.00

ACCOUNTING AND APPROPRIATION DATA:

ACRN APPROPRIATION	REQUISITION NUMBER.	AMOUNT
01 2003-03 -6200RA-6200 -E64014-2589-D	E346153Y F	\$75,000.00

CPSC ACCOUNTING AND APPROPRIATION DATA:

03 PS EXOB 4400 21326 252b	\$75,000.00
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ARTICLES
INTERAGENCY AGREEMENT EME-2003-IA-0297

I. PURPOSE

The Consumer Product Safety Commission (CPSC) and the Federal Emergency Management Agency (FEMA), United States Fire Administration (USFA), hereby enter into an agreement for a Mattress and Bedding Fire Project.

II. AUTHORITY

The Federal Fire Prevention and Control Act of 1974 (P.L 101-391).

III. STATEMENT OF WORK AND SCHEDULE OF DELIVERABLES

The statement of work is included as Attachment 1 to this Interagency Agreement.

IV. ADMINISTRATION

Administration of this requirement is the responsibility of CPSC. CPSC will monitor contract performance and perform other program management functions.

V. PROJECT OFFICIALS

A. ROLES

1. The Project Manager (PM) is designated by the Servicing Agency and shall be that agency's principal official involved in the project. The PM is responsible for assuring performance of the services outlined in this Interagency Agreement and compliance with all its provisions. His/her primary interaction with the Requesting Agency for technical guidance shall be with the Project Officer.
2. The Project Officer (PO) shall be an official of the Requesting Agency. The PO designated by FEMA shall be responsible for the review and monitoring of the tasks prescribed in the Statement of Work. The Project Officer does not have the authority to alter any obligations under this Interagency Agreement. He/She is not authorized to make any representations or commitments of any kind on behalf of the CO for the Requesting Agency. Any circumstances, which may arise requiring a change in the terms of this Interagency Agreement, shall be referred to the CO by the PO with his/her analysis and recommendations. The CO shall retain final authority to implement any changes to this Interagency Agreement.

3. The Contracting Officer (CO) has full authority to negotiate, administer and execute all business matters of this Interagency Agreement. Further, should any changes to the scope, budget, schedule, or any other terms of the agreement become necessary, only the CO shall have the authority to amend the Interagency Agreement.

B. IDENTIFICATION

1. The Project Manager is: Margaret Neily
(301) 504-0504 ext.1293
2. The Project Officer is: Robert McCarthy
(301) 447-1130
3. The Contracting Officer is: Bryan S. McCreary
(301)-447-1058

VI. ON-CAMPUS HOUSING

Dormitory rooms are available to CPSC and CPSC's contractors for overnight housing when such personnel are required to be on campus at the NETC for meetings or the conduct of training activities. The room(s) is/are provided at no cost to the Contractor. CPSC shall notify the Project Officer of housing requirements as soon as they are known to allow a reasonable time for arrangements to be made. FEMA Policy states that all persons staying on campus for more than one night are required to purchase a meal ticket from the campus cafeteria for each day they are on campus. If a meal ticket is not purchased, the individual will be asked to leave campus and acquire housing at his/her own expense.

VII. FUNDING

The Federal Emergency Management Agency agrees to transfer funds to CPSC to be used to provide personnel, equipment, materials and logistical support to perform the work necessary to support this requirement. The work shall be performed in accordance with the tasks specified in the statement of work.

VIII. PERIOD OF PERFORMANCE

The period of performance for this Interagency Agreement is 12 months from the effective date.

IX. CANCELLATION OF THE INTERAGENCY AGREEMENT

Termination of this Agreement may be effected by either party upon 60 days written notice.

X. CONTENT OF THE INTERAGENCY AGREEMENT

This Interagency Agreement number EME-2003-IA-0297 consists of the following:

- A. Cover page, FEMA Form 40-3, Interagency Agreement.
- B. Schedule of Articles I through X.
- C. Attachment 1 - Statement of Work.

Scope of Work

Mattress and Bedding Fires

Fires in which a mattress or bedding is the first material to ignite are responsible for a major portion of the nation's fire casualties. Among the products within the jurisdiction of CPSC, mattress and bedding fires are a leading cause of fire injuries and deaths.

In cooperation with CPSC, the Sleep Products Council contracted with NIST researchers to conduct research to support a standard addressing open-flame ignition of mattresses and bedding. The industry supports the level playing fields among manufacturers that would be achieved with a federal standard. Characterization of burning bedding and mattress response to the bedding and surrogate gas burners has all been conducted in full scale.

While these full-scale tests are considered the definitive performance test (because of the complex interactions of the bedding-mattress-foundation), they are expensive and time-consuming. Few laboratories in the United States are capable of conducting them. A small-scale test is needed to serve as a surrogate for full-scale tests of mattresses exposed to ignited bedding or equivalent gas burners. With FY 2001 and FY 2002 funding to CPSC from USFA, CPSC contracted with NIST to conduct the research for development of a small-scale test (or tests) for flame spread or mass loss rate. Such small-scale test development is considered essential for planned rulemaking regarding mattress flammability.

In October 2001, the CPSC voted to develop a mandatory standard to address the consequences of open flame ignition of mattresses. In FY 2003, the CPSC staff will continue the development of a mattress open flame standard including a recommended full-scale test method with acceptance criterion and a small-scale test predictive of full-scale performance. With USFA funds, CPSC staff will award work for the next phase of research for developing a small-scale test. Particular emphasis will be on validity testing and correlating small-scale results with data obtained from testing full-scale mattresses. CPSC staff will continue to work with NIST on running tests with the test apparatus.

This task will be funded at \$75,000 in FY 2003.

General Provisions:

CPSC will produce a report for this effort, documenting the work done and conclusions reached. CPSC will also provide USFA with a brief monthly summary report covering activities and accomplishments, expenditure, plans, and problems encountered or anticipated.

Deliverables:

Any formal deliverables (i.e., reports, documents) created as a result of this Interagency Agreement shall be done in compliance with Federal "plain English" policies, directives, etc.

Any formal deliverables must be submitted in the following format:

Two copies of a color laser proof, error free final of this final deliverable/documents to the USFA Project Officer before 30 days prior to the completion of this project to the USFA Project Officer. The final document shall be submitted in the following manner for both Print and Web Publishing as well:

Print Publishing:

The Contractor shall follow the FEMA guidelines established and prepare deliverables described in InfoGram #00-08 dated April 17, 2000, attached. Preferred desktop publishing programs are QuarkXpress or Adobe Pagemaker; for illustrations, use Adobe Illustrator or Macromedia Freehand. For image manipulation, use Adobe Photoshop. Files shall be preflighted. The Contractor shall submit a completed GPO Form 952, attached, for all files.

In addition, the Contractor shall prepare a PDF Press Optimized file.

All files shall be placed on a CD-ROM or Iomega Zip Disk formatted for PC.

Web Publishing

The technical standards described in *36 CFR Part 1194.22 Electronic and Information Technology Accessibility Standards*, Part 1194.22, Subpart B – Technical Standards, *Web-Based Intranet and Internet Information and Applications* (Volume 65, No. 246, Page 80525 - December 21, 2000) (attached) and the Department of Justice guidance document *Web-based Intranet and Internet Information and Applications (6/21/01)*, per the following guidance available at the following U.S. Department of Justice web page: <http://www.access-board.gov/sec508/guide/index.htm> shall be followed.

Deliverables shall be submitted in HTML, PDF and Word 2000 formats.

HTML. HTML files shall, at a minimum, pass WAI Priority One accessibility and validate to HTML 4.01 and CSS 2.0.

PDF (screen optimized). Tagged PDF files shall be created with Acrobat 5.0 and reviewed using the Acrobat Accessibility Checker and screen reader software to ensure they are properly tagged and fully accessible. PDF files shall be considered optimized for accessibility if they contain:

- a logical reading order;
- alternate text descriptions for images;
- scanned documents with accessible text. Hard copy pages scanned to PDF must be saved as Image+Hidden Text, optically recognized, and tagged;
- security (if used) with accessible text;
- links and navigation aids. Include bookmarks for all items in the table of contents and hypertext links on references to web site addresses, e-mail addresses, tables of content, figures and tables;
- and a specified document language.

Word 2000. Styles shall be used to format text such as titles, headings and paragraphs. Alternate text shall be placed on all images.

If an audio/video file is to be posted, the file shall contain closed-captioning or a script containing the text of the audio shall be provided in Text, HTML or Word 2000 format.

Content that requires a browser plug-in, such as Macromedia's Flash, shall be authored to meet the technical standards of 36 CFR Part 1194.22.

All files shall be placed on a CD-ROM or Iomega Zip Disk formatted for PC.

Other Printing Requirements

All printed camera-ready materials shall be produced at not less than 1200 dots per inch output. All images e.g. photographs, illustrations shall be error free and require no changes.