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**U .S. CONSUMER PRODUCT SAFETY COMMISSION
WASHINGTON, D . C 20207**

May 27, 1998

James McNamee
Department of Commerce
Office of Computer Services
5285 Port Royal Road, Room 1030
Springfield, Virginia 22161

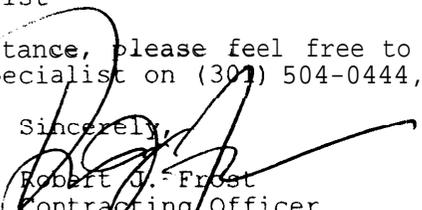
Re: Transmittal of Procurement Document

Dear Mr. McNamee:

- () Contract _____
- () Purchase Order _____
- (X) Interagency Agreement CPSC-I-98-1166
- () Cooperative Agreement _____
- () Modification/Amendmert - - - - -
- () Please sign and date two copies, retain the third copy for your files and return ___ copies overnight to the address shown below.
- (X) Fully executed copy enclosed for your retention.

U.S. Consumer Product Safety Commission
Division of Procurement Services, Room 517
4330 East West Highway
Bethesda, Maryland 20814
ATTN: Rose Mary Heidenreich
Contract Specialist

For additional information or assistance, please feel free to contact the above named Contract Specialist on (301) 504-0444, extension 1145.

Sincerely,

Robert J. Frost
Contracting Officer
Division of Procurement Services

Enclosures

INTERAGENCY AGREEMENT
CPSC-I-98-1166

Between the

U. S. Consumer Product Safety Commission

and the

Department of Commerce

Office of the Chief Financial Officer and
Assistant Secretary

for

Administration
Office of Budget, Management and
Information
Office of Computer Services



1. PURPOSE

This Interagency Agreement (IAG) sets forth the terms and conditions for information technology support from the Department of Commerce (DOC) , Office of Computer Services (OCS), to the Consumer Product, Safety Commission (CPSC) for cross-servicing CPSC on ICF Kaiser's Federal Financial Assistant (FINASST) software.

2. AUTHORITY

This IAG between DOC/OCS and CPSC is entered into pursuant to section 403 of the Government Management Reform Act of 1994 (GMRA), 31 U. S.C. 501 (Note); Pub. L. 103-356, 108 Stat. 3410 ; the Economy Act of 1932, as amended, 31 U.S.C. 1535 to 1536; and Section 27(g) of the Consumer Product Safety Act, as amended, 15 U.S.C. 2076(g). The Office of Computer Services has been certified by the Office of Management and Budget as a Franchise Fund activity pursuant to the GMRA. In accordance with the Economy Act and its implementing regulations (FAR 17.500, et seq.), CPSC has determined that the services to be provided pursuant to this IAG are in the best interest of the United States. Additionally, DOC/OCS cross servicing the ICF Kaiser FMSS mandatory use product has the capabilities and expertise to provide the services requested.

3. BACKGROUND

CPSC has been seeking a replacement for its existing financial management system that would meet the Joint Financial Management Improvement Program (JFMIP) requirements and is Year 2000 (Y2K) compliant. As part of that process CPSC conducted a market survey of cross servicing opportunities and FMSS products through other Federal agencies. As a result of its survey, CPSC determined that it would be in the agency's best interest to utilize the Department of Commerce's Office of Computer Services for cross servicing. CPSC screened the systems available through Commerce and evaluated the two most suitable ones. After a financial evaluation and conduct of operational capability demonstrations at vendor sites, CPSC made a determination that ICF Kaiser's FINASST FMSS application was the appropriate system which best meets the needs of the agency.

This IAG specifies the agreement between CPSC and DOC/OCS for the implementation of the FINASST system for CPSC.

4. DESCRIPTION OF SERVICES

Pursuant to this IAG, DOC/OCS shall provide the following Y2K compliant services to CPSC in support of implementing the CPSC financial management system at CPSC's headquarters and three regional locations::

A. Data Center services including:

1. Furnishing computer hardware and software capacity to operate the system and related Oracle RDBMS during system implementation and operation periods.

2. Installing telecommunication capacity to support CPSC and Contractor access to the software via communication lines as may be appropriate and agreed to by CPSC. This task shall include the establishment and payment of a dedicated digital T-1 circuit (communication link) between the DOC data center located in Springfield, Virginia or the DOC disaster recovery site (currently located at COMDISCO, N. Bergen, New Jersey) and the CPSC located at 4330 East West Highway, Bethesda, Maryland (cost included in the cross servicing fee). Technical support shall be provided to ensure the ongoing operation and maintenance of this communication link and disaster recovery plan. Technical support shall also be provided to upgrade communications to higher bandwidth, should it become necessary.. Additionally, asynchronous dial-up communications over standard phone lines shall be provided to each field office user for access into the DOC host.

3. Providing:

- (a) all project management and review related to the installation and support of the FMS; and
- (b) contract administration of all contracts in support of the FMS. DOC/OCS shall submit monthly progress reports to CPSC and conduct meetings as needed. The monthly report shall include a discussion of progress to date, problems encountered and proposed resolutions for problems.

B. Technical and analytical services including:

1. Providing ICF Kaiser Y2K compliant software for FINASST Core modules including:

- (a) 20 user software license and upgrades,

(b) software maintenance, and

(c) documentation;

2. Providing policies, standards, procedures and related assistance for accessing operation of the DOC/OCS Data Center computer facilities; and
3. Providing Help Desk assistance during system implementation and operation during business hours (7 a.m. to 5:30 p.m.). DOC/OCS shall respond to CPSC inquiries and problems within a two to four hour time frame after receiving an inquiry.

C. DOC/OCS Contractor Y2K compliant support includes:

1. Hardware;
2. Software;
3. Telecommunication; and
4. Management Oversight.

D. The DOC/OCS Contractor support shall be supplied by various vendors such as, but not limited to:

Oracle Corporation	ICF Kaiser	Bell Atlantic
Hewlett Packard	EMC	

E. In addition to the services described above, DOC/OCS shall provide Data Center Computer service levels to CPSC and ICF Kaiser during the systems implementation and systems operations periods, as follows:

1. Development, acceptance testing, and production regions shall be provided for hosting the system software and related RDBMS software on DOC/OCS's servers.
2. The period of operation shall be Monday -- Saturday as follows:
 - a) Online processing between 6:00 am - 12:00 midnight EST, and

- b) Batch processing - upon request - between
6:00 am - 12:00 midnight EST

3. Computer system availability shall be maintained at 98% availability for the above services.
 4. Backup and archiving of supported systems and data shall be in accordance with DOC/OCS policies, standards, and procedures. Requests for the extension of the above service levels must be made in writing to DOC/OCS no later than one day in advance for regular workdays and two (2) days in advance for holidays.
- F. DOC/OCS shall provide CPSC with documentation regarding policies, standards, and procedures to access the DOC/OCS computer facilities within five (5) working days of the execution of this agreement.
- G. DOC/OCS, through its Contractor, ICF Kaiser, shall perform with the objective that the core functions and all required interfaces are fully tested and implemented by February 15, 1999. Full implementation is defined as a system in a production state, with users trained.
- H. DOC/OCS, through its Contractor, ICF Kaiser, shall work with CPSC to establish system parameters (i.e. funds control, fund control levels, document types, payment parameters, etc.) and masterfile tables (i.e. fund, general ledger accounts, organization,. project, etc.)
- I. DOC/OCS, through its Contractor, ICF Kaiser, shall:
1. work with CPSC on data conversion;
 2. perform an acceptance test on the production system to determine its readiness for operation;
 3. provide training to CPSC staff for use of the system;
 4. provide on site technical assistance for a determined period in accordance with the Implementation Plan (See DELIVERABLE ITEMS 5.A.9) ; and

5. provide support after the installation for a determined period of time in accordance with the Implementation Plan (See DELIVERABLE ITEMS 5.A.9).

- J. DOC/OCS shall be responsible for testing all hardware and new software releases, upgrades and enhancements that affect the CPSC financial management system environment. This includes, but is not limited to, systems security, telecommunications software, and all hardware. DOC/OCS shall test products sufficiently to ensure that they work as they have been marketed and documented and do not have a detrimental effect on the CPSC financial management system environment. DOC/OCS shall coordinate all testing with CPSC.
- K. The DOC/OCS project Implementation Plan shall identify all major tasks and subtasks. DOC/OCS shall develop a detailed project Implementation Plan which shall be delivered by DOC/OCS to the CPSC Systems Accountant named in Section 9 within thirty (30) days after the IAG is executed.
- L. All of the above products and services shall be Year 2000 (Y2K) compliant.

5. DELIVERABLE ITEMS

SCHEDULE

A. The following items shall be performed or delivered in accordance with the following schedule:

- 1. DOC/OCS shall provide CPSC with documentation regarding policies, standards, and procedures to access DOC/OCS computer facilities. (See 4.F.) within five (5) work days after the execution of the this agreement
- 2. Monthly progress reports shall be prepared and meetings shall be held as needed. (see 4 A.3.) Monthly
- 3. DOC/OCS shall develop a detailed project Implementation Plan which shall be delivered by DOC/OCS to the CPSC Systems Accountant set forth in Section 9. The within thirty (30) days after the IAG is executed.

DOC/OCS project Implementation Plan shall. identify all major tasks and subtasks. (see 4.K.)

4. DOC/OCS, through its Contractor, ICF Kaiser, shall work with CPSC to establish system parameters (i.e. funds control, fund control levels, document types, payment parameters, etc.) and master file tables (i.e. fund, general ledger accounts, organization, project, etc.); Work with CPSC on data conversion.

In accordance with the Implementation Plan developed in Activity 3.
5. DOC/OCS shall establish a dedicated digital T-1 circuit (communication link). (See 4.A.2)

In accordance with the Implementation Plan developed in Activity 3.
6. DOC/OCS shall perform an acceptance test on the production system to determine its readiness for operation. (See 4.1.)

In accordance with the Implementation Plan developed in Activity 3.
7. DOC/OCS shall provide training to CPSC staff (20 users) for use of the system; (See 4.1.)

In accordance with the Implementation Plan developed in Activity 3.
8. DOC/OCS shall ensure that the core functions and all required interfaces are fully tested and implemented. Full implementation is defined as a system in a production state, with users trained. (See 4.G.)

Not Later Than February 15, 1999.
9. DOC/OCS shall provide through its Contractor, ICF Kaiser, on-site technical assistance and support at CPSC after the installation.

In accordance with the Implementation Plan (See 4.1.) developed in Activity 3.

6. PERIOD OF PERFORMANCE AND MODIFICATION

This IAG is effective upon the date of the signature of the last party signing this agreement and shall remain in effect until terminated. FY 99 funds are subject to availability. This IAG may be terminated upon 120 calendar days written notice from either CPSC or DOC/OCS to the other party. This IAG may be modified by mutual written agreement between the parties.

7. PRICING AND FUNDING

The price of the system shall include license for twenty (20) users, training for twenty (20) users, installation, implementation and technical assistance, data conversion support, development of CPSC interfaces (payroll/MIS and Standard Automated Contracting System (SACONS)) and documentation. Pricing for the project through the implementation date of February 15, 1999 is estimated not to exceed \$199,700 for ICF Kaiser support. Cost for DOC/OCS support is estimated not to exceed \$25,000 for FY 98. The total for FY 98 is estimated not to exceed \$224,700. Subject to the availability of funds, CPSC will pay DOC/OCS for its costs in support of CPSC for FY 99, which are estimated not to exceed \$50,000. DOC/OCS shall bill CPSC via OPAC under agency location code 61-00-0001.

A. Payments for work completed shall be made within approximately thirty (30) calendar days of the billing dates by OPAC. DOC/OCS's Agency Station Symbol is 13-01-0011.

B. Billing shall be charged quarterly to the following CPSC accounting and appropriation data:

98 2 991 99609 25.87

C. Requests for payment shall be sent to:

Ms. Cecelia R. Smith, Agency Payment Officer

Accounting Operations
Consumer Product Safety Commission
4330 East West Highway Room 522
Washington, D.C. 20207
(Phone: 301-504-0018 ext. 1137)

D. Inquiries regarding payment should be directed to the above-named payment officer. Problems related to the late payment of an invoice should be directed to:

Ms. Deborah Peebles Hodge, Prompt Payment Contact
Division of Financial Services
Consumer Product Safety Commission
4330 East West Highway Room 522
Washington, D.C. 20207
(Phone: 301-504-0018 ext. 1132)

8. CORE FINANCIAL SYSTEM SOFTWARE

DOC/OCS and its contractor, ICF Kaiser, shall provide the most current version and release of software available.

9. CPSC LIAISON OFFICERS-DOC/OCS SERVICE REPRESENTATIVES

The following staff shall be responsible for all contacts between Commerce and CPSC regarding this IAG:

CPSC LIAISON OFFICERS

<u>Name</u>	<u>Phone Number</u>	<u>Agency</u>
Primary:		
Gene Barber, Systems Accountant	301-504-0018 ext. 1128	CE'SC
Alternate:		
Deborah Peebles Hodge Director, Division of Financial Services	301-504-0018 ext. 1132	CPSC

Consumer Product Safety Commission
Directorate for Administration
Division of Financial Services, Room 522
4330 East-West Highway
Bethesda, MD 20814

DOC/OCS SERVICE REPRESENTATIVES

<u>Name</u>	<u>Phone Number</u>	<u>Agency</u>
James McNamee Acting Director, OCS	(703) 487-4724	DOC
Roy Friend Computer Specialist	(703) 487-4790	DOC

Department of Commerce, OCS
5285 Port Royal Road, Room 1030
Springfield, Virginia 22161

ICF KAISER CONTACT

<u>Name</u>	<u>Phone Number</u>	<u>Contractor</u>
Katherine Kerr, Project Manager	(703) 934-3743	ICF KAISER
Eric Dressler, Vice President for Business Development	(703) 934-3272	ICF KAISER

ICF KAISER
9300 Lee Highway
Fairfax, Va. 22031-1207

10. ITEMS OR PROPERTY TO BE FURNISHED BY CPSC

CPSC will provide access of DOC/OCS personnel and its contractor to CPSC facilities and personal computers as required and information on current CPSC financial systems in coordination with CPSC Information Technology Office.

11. DISAGREEMENTS

In the event that CPSC and DOC/OCS have a disagreement arising under this interagency agreement, the parties shall

cooperatively seek to resolve the disagreement by themselves. If the disagreement cannot be resolved between them, the parties agree to seek some form of alternative dispute resolution.

12. FASA COMPLIANCE

As the servicing agency, DOC/OCS agrees to act in full compliance with Section 1074 of the Federal Acquisition Streamlining Act (FASA) of 1994 entitled ECONOMY ACT PURCHASES.

APPROVED and ACCEPTED by:

DEPARTMENT OF COMMERCE

CONSUMER PRODUCT SAFETY COMMISSION

By: James E. McNamee

By: [Signature]

Name: James Is. McNamee

Name: [Signature]

**ROBERT J. FROST
CONTRACTING OFFICER**

Title Acting Director, OCS

Title: _____

Date: May 21, 1998

Date: 5/28/98