OS

ORDER FOR SUPPLIES OR SERVICES

IMPORTANT Mark all packages and papers with contract and/or order numbers

1 DATE OF ORDER: 14 Apr 2000

2 CONTRACT NO (if any): GS35F5809H

3 ORDER NO: CPSC-D-00-5133

4 REQUISITION/REFERENCE NO: 00-5133

5 ISSUING OFFICE Address correspondence to: CPSC

US CONSUMER PRODUCT SAFETY COMM
DIVISION OF PROCUREMENT SERVICES
4330 EAST WEST HWY ROOM 517
BETHESDA, MD 20814-4408
PETER J NERRET (301) 504-0444

6 SHIP TO EPDS295

a. NAME OF CONSIGNEE: CONSUMER PRODUCT SAFETY COMM.

b STREET ADDRESS: DIVISION OF HAZARD & INJURY DATA SYSTEMS
4330 EAST WEST HIGHWAY ROOM 601

c. CITY: BETHESDA | d STATE: MD | e. ZIP CODE: 20814-4408

f SHIP VIA

7 TO 00015743 TIN 541618878

a. NAME OF CONTRACTOR DUNS: 809424666
DIGITAL SOLUTIONS, INC

b COMPANY NAME

c. STREET ADDRESS
8807 SUDLEY ROAD
SUITE 112

d CITY: MANASSAS | e STATE: VA | f ZIP CODE: 22110

8 TYPE OF ORDER

[ ] a PURCHASE REFERENCE YOUR

Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated

[X] b DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

9 ACCOUNTING AND APPROPRIATION DATA $100,118 88
00 EXOB-PS 4310.00 0011179 25.2109

10 REQUISITIONING OFFICE

11 BUSINESS CLASSIFICATION (Check appropriate box(es))
[ ] a SMALL [X] b OTHER THAN SMALL [X] c. DISADVANTAGED [ ] d. WOMEN-OWNED

12 F O B POINT: SEE SCHEDULE

13 PLACE OF
a INSPECTION
b ACCEPTANCE

14 GOVERNMENT B/L NO

15. DELIVER TO F O B POINT ON OR BEFORE: 30 Sep 2000

16 DISCOUNT TERMS: 00.00% 0 Days Net 30

17. SCHEDULE (See reverse for Rejections)

ITEM NO (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QTY ACCEPT (g)
	THIS ORDER IS ISSUED UNDER THE FEDERAL SUPPLY SERVICE SCHEDULE 70 UNDER SPECIAL ITEM # 132-51					
0001	FPDS CODE D311 - THE CONTRACTOR SHALL PROVIDE TWO (2) SUPPORT TECHNICIAN(S) TO REVIEW NEISS SURVEILLANCE CASE RECORDS. ALL WORK SHALL BE PERFORMED AT THE CONSUMER PRODUCT SAFETY COMMISSION (CPSC) HEADQUARTERS (ONSITE), LOCATED AT 4330 EAST WEST HIGHWAY, ROOM 601, BETHESDA, MARYLAND 20814	1583	HR	30 59	48,423 97	

18 SHIPPING POINT | 19 GROSS SHIPPING WEIGHT | 20 INVOICE NO

17(h) TOTAL (Cont. pages) US$ 51,694 91

21 MAIL INVOICE TO

SEE BILLING INSTRUCTIONS ON REVERSE

a NAME: CONSUMER PRODUCT SAFETY COMM

b STREET ADDRESS (or P.O. Box): ACCT OFFICER DIV OF FIN MGMT ROOM 522

c. CITY: WASHINGTON | d. STATE: DC | e ZIP CODE: 20207

17(i) GRAND TOTAL US$ 100,118 88

22 UNITED STATES OF AMERICA BY (Signature)

23 NAME (Typed): ROBERT J FROST
TITLE CONTRACTING/ORDERING OFFICER (301) 504-0444

SUPPLEMENTAL INVOICING INFORMATION

If desired, this order (or a copy thereof) may be used by the Contractor as the Contractor's invoice, instead of a separate invoice, provided the following statement, (signed and dated) is on (or attached to) the order "Payment is requested in the amount of $_____ No other invoice will be submitted " However, if the Contractor wishes to submit an invoice, the following information must be provided contract number (if any), order number, item number(s), description of supplies or service, sizes, quantities, unit prices, and extended totals Prepaid shipping costs will be indicated as a separate item on the invoice Where shipping costs exceed $10 (except for parcel post), the billing must be supported by a bill of lading or receipt When several orders are invoiced to an ordering activity during the same billing period, consolidated periodic billings are encouraged

RECEIVING REPORT

Quantity in the "Quantity Accepted" column on the face of this order has been ☐ inspected, ☐ accepted, ☐ received by, me and conforms to contract. Items listed below have been rejected for the reasons indicated

SHIPMENT NUMBER	PARTIAL / FINAL		DATE RECEIVED	SIGNATURE OF AUTHORIZED U.S GOVT REP	DATE
TOTAL CONTAINERS		GROSS WEIGHT	RECEIVED AT	TITLE	

REPORT OF REJECTIONS

ITEM NO	SUPPLIES OR SERVICES	UNIT	QUANTITY REJECTED	REASON FOR REJECTION

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

IMPORTANT Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO	ORDER NO
14 Apr 2000	GS35F5809H	CPSC-D-00-5133

ITEM NO (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e) US$	AMOUNT (f) US$	QTY ACCEPT (g)
0002	FPDS CODE D311 - THE CONTRACTOR SHALL PROVIDE TWO (2) LEAD DATA ENTRY CLERK(S) TO PERFORM DATA ENTRY OF NEISS SURVEILLANCE RECORDS ALL WORK SHALL BE PERFORMED AT THE CONSUMER PRODUCT SAFETY COMMISSION (CPSC) HEADQUARTERS LOCATED AT 4330 EAST WEST HIGHWAY, ROOM 601, BETHESDA, MARYLAND 20814	1583	HR	22 69	35,918 27	
0003	FPDS CODE D311 - THE CONTRACTOR SHALL PROVIDE ONE (1) JUNIOR DATA ENTRY CLERK TO PERFORM DATA ENTRY OF NEISS SURVEILLANCE RECORDS. ALL WORK SHALL BE PERFORMED AT THE CONSUMER PRODUCT SAFETY COMMISSION (CPSC) LOCATED AT 4330 EAST WEST HIGHWAY, ROOM 601, BETHESDA, MARYLAND 20814	792	HR	19.92	15,776.64	
	TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))				51,694 91	

A BACKGROUND

1 The National Electronic Injury Surveillance System (NEISS) is the primary data system of the U S. Consumer Product Safety Commission (CPSC). NEISS consists of a probability sample of 100 hospitals that provide CPSC with data on product-related injuries treated in their emergency departments. Interest in expanding the NEISS from serving CPSC and several limited partners to an all trauma system providing comprehensive data serving a variety of partners and purposes was demonstrated by a recommendation in a report from the Institute of Medicine The Centers for Disease Control and Prevention (CDC) through an interagency agreement is contributing a large portion of the funds necessary for the expansion of NEISS to capture data on all injuries

2. Additional resources are needed to support the requirements of the all-trauma surveillance system. In performance of the work, five full time equivalent (FTE) on-site contractor personnel shall be needed. All five shall perform work in the Directorate for Epidemiology, Division of Data Systems (EPDS).

B. OBJECTIVE

1. The objective of the contract is to provide CPSC with five (5) on-site Contractor FTEs to perform the daily review of NEISS cases and to code variables that describe cause of injury Consistency and longevity of the provided staff are of great importance to the success of this contract

C STATEMENT OF WORK

1 The Contractor shall provide five individuals to work on this project The Contractor shall provide two (2) Support technician's, two (2) Lead Data Entry Clerk's, and one (1) Jr Data Entry Clerk. The Contractor shall identify one of the Support Technicians as On-site Supervisor In addition to supervisory duties, this individual shall perform data entry of required NEISS quality control related information and shall review subordinate staff's work to ensure a low error rate and high completion rates and provide analytical support to the development of hospital profiles CPSC staff will provide criteria to the Supervisory Support Technician for the purpose of identifying and flagging cases for possible investigation or to identify cases that contain certain manufacturer/brand names Once cases have been flagged, they will be forwarded to CPSC staff for a decision as to whether there will be further follow-up. All Contractor staff shall perform simiiar quality control reviews of hospital generated NEISS records, however more difficult work shall be assigned to either the Lead Data Entry Clerk's or Support Technician with problems being refered to the

Supervisory Support Technician

2. Using a Government supplied computer system that displays NEISS codes in plain text, the Contractor staff shall begin a general review of approximately 3000 NEISS surveillance cases each workday This review shall involve comparison of the information in the short narrative description of the injury scenario of each case with the information coded in the record This review shall be completed within 2 business days after the cases are available to review From a grouping of cases selected by CPSC, the Contractor shall randomly select 10% to completely review, comparing against the hospitals conclusions This 10% review shall take place within one (1) week of the first review and every week thereafter. Using Quality control software developed at CPSC, the Contractors On-Site Supervisory Support Technician shall identify the types of data entry errors made in the NEISS records by the Hospitals, and shall flag this data in the computer

3 The Contractor shall forward to CPSC staff any cases where errors or other suspect information is detected. CPSC staff will then determine whether the error information needs to be forwarded to the hospital(s). In the event that the information needs to be forwarded to the hospitals, CPSC staff will use the CPSC message system to prepare and send the error messages. The error messages will being sent to the hospital coders will identify the cases with coding or narrative errors

4. The Contractor shall use a Government supplied computer system to add several injury mechanism codes to the record on the computer screen

5 The Contractor's On-Site Support Technician shall use the short narrative description of the injury scenario of each case and the information coded in the record with other quality control information available at CPSC to produce hospital profiles that identify hospitals with special reporting problems.

6. The Contractor shall not exceed a daily rate of 2% for missed errors or false errors CPSC staff will review the coding and other results

7 Based on the NEISS data reviewed, the Contractor shall submit the following reports to the CPSC Project Officer quarterly

1 A Quarterly Statistical Summary, which shall include a summary of cases reviewed, the number of errors found the number of cases flagged, and the Coder's findings.

2 A Quarterly Significant Findings Overview, which shall be a narrative interpretation of review and coding findings with a focus on significant issues.

3 A Quarterly Overview, which shall be a detailed profile of reporting errors from each hospital and will highlight the types of errors most frequently identified by the

Contractor staff.

D. REPORTING REQUIREMENTS

1 The Conractor shall submit the following reports to the CPSC Project Officer in accordance with the schedule.

a Quarterly Statistical Summary (based on data from EPDS)

b. Quarterly Significant Findings Overview

c Quarterly overview of detailed profile of each hospital.

2 Format· All submissions shall be in thefollowing format:

(a) Cover in heavier paper than inner pages;
(b) Typed on A4 size durable grade of white paper;
(c) Table of Contents shall provide information concerning·

1) The Delivery Order Number and Title,
2) The name of the Contractor and if applicable, the name of any Subcontractors preparing the report;
3) Other pertinent information related to the contents of the Overview

3. Content: The submitted reports below shall contain the following

a.The Quarterly Statistical Summary (based on data from EPDS) shall include, but not be limited to a summary of cases reviewed, the number of errors found, the number of cases flagged, and the Coder's findings.

b. Quarterly Significant Findings Overview shall be a narrative interpretation of review and coding with a focus on significant issues.

c. Quarterly Overview shall be a detailed profile of reporting errors from each hospital and will highlight the types of errors most frequently identified by the Contractor staff

E PERFORMANCE PERIOD

The basic period of performance shall be from contract execution through September 30, 2000

F SERVICES AND PRICES

1. The Contractor will be paid for actual hours worked in accordance with the following fixed labor rates. Each labor rate includes all applicable direct and indirect costs, including but not limited to salaries and wages, fringe benefits, insurances, social security, overhead, general and administrative expenses, and profit. The Contractor shall be responsible for all leave payroll deductions, payment of income taxes, social security (FICA), unemployment insurance, workers' compensation, and shall also provide required liability insurance and bonding

a Basic Contract Period (05/01/00 through 09/30/00)

Category Of Labor	Est. Reg. Hours	Reg Hourly Rate	Annual NTE Maximum
Support Technician	1583	$30 59	$48,423.97
Lead Data Entry Clerk	1583	$22 69	$35,918 27
Jr Data Entry Clerk	792	$19.92	$15,776.64

b Option Period I (10/01/00 through 09/30/01)

Category Of Labor	Est Reg Hours	Reg. Hourly Rate	Annual NTE Maximum
Support Technician	3800	$31 51	$119,738.
Lead Data Entry Clerk	3800	$23 37	$88,806
Jr. Data Entry Clerk	1900	$20.52	$38,988.

c Option Period II (10/01/01 through 09/30/02)

Category Of Labor	Est. Reg Hours	Reg. Hourly Rate	Annual NTE Maximum
Support Technician	3800	$32.14	$122,132
Lead Data Entry Clerk	3800	$23 83	$90,554

Jr Data Entry Clerk	1900	$20 93	$39,767.

d Option Period III (10/01/02 through 09/30/03)

Category Of Labor	Est. Reg Hours	Reg Hourly Rate	Annual NTE Maximum
Support Technician	3800	$33 10	$125,780
Lead Data Entry Clerk	3800	$24 54	$93,252.
Jr Data Entry Clerk	1900	$21 55	$40,945

e. Option Period IV (10/01/03 through 09/30/04)

Category Of Labor	Est Reg. Hours	Reg Hourly Rate	Annual NTE Maximum
Support Technician	3800	$34.09	$129,542
Lead Data Entry Clerk	3800	$25 27	$96,026.
Jr. Data Entry Clerk	1900	$22 22	$42,218

2 In accordance with the maximum ordering limitation provision of Federal Supply Service Schedule contract GS-35F-5809H, a reduction to the proposed hourly rates was sought, to be effective when the order had reached the $500,000 level. The pricing above reflects a 1% reduction to the original pricing under the GSA scheduled contract, effective at the beginning of the second option period

3 While Contractor staff is on Goverment premises, the Contractor shall be responsible for the behavior of its onsite staff and shall address any performance problems, disciplining if necessary

G OPTION TO EXTEND THE TERM OF THE DELIVERY ORDER

1 At the option of the Government, this delivery order is renewable for the periods of.

a 10-1-00 through 9-30-01 (Option Period I),
b 10-1-01 through 9-30-02 (Option Period II),
c 10-1-02 through 9-30-03 (Option Period III),
d 10-1-03 through 9-30-04 (Option Period IV)

2. The Government may extend the term of this contract by written notice to the Contractor within 120 days after the expiration date; provided that, the Government shall give preliminary notice of its intent to extend at least 60 days before the contract expires. (Such preliminary notice shall not be deemed to commit the Government to an extension)

3 If the Government exercises these options, the extended contract shall be considered to include this option provision

4 The total duration of this contract, including the exercise of any options under this clause, shall not exceed five (5) years.

H. GOVERNMENT FURNISHED MATERIALS/EQUIPMENT

1. The Government shall furnish to the Contractor for use in connection with this delivery order the materials/equipment set forth below·

   a. examples of NEISS records for training and reference purposes.

   b. Workspace, misc. office equipment and supplies,

   c. Computer

   d. Access codes to required computer applications

2. All materials provided hereunder are for exclusive use in performance of this delivery order. Any such material not expended in performance of this delivery order shall be returned to CPSC upon completion of the delivery order

3 All other materials/equipment required in the performance of this delivery order, shall be furnished by the Contractor

I FEDERAL HOLIDAYS

The following is a listing of days designated as Federal Holidays*

New Years Day
Martin Luther Kings' Birthday
Presidents' Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans' Day

Thanksgiving Day
Christmas Day
Inauguration Day

*Plus any other days designated as Federal Holidays or Agency Closings.

J. BACKGROUND SECURITY CHECKS FOR CONTRACTOR EMPLOYEES

a. All Contractor employees presently in service under this contract and any new Contractor employees to be utilized for performance of this contract must report to the CPSC facilities Security Specialist listed below Contractor employees may be subject to a National Agency Check and Inquiry (NACI). These background checks will be performed at Government expense. The CPSC contact point for these checks is James D. Shupe, CPSC facilities Security Specialist Mr Shupe can be reached at (301) 504-0666 ex.1153.

b. The Contractor shall upon request of the Commission provide whatever information is necessary about each employee to facilitate the performance of this check This information shall be provided at the expense of the Contractor.

c. If the Commission deems that a background check on an Contractor employee(s) is necessary, it will be performed as soon as practicable after they enter into service.

d. Background checks may be updated as determined to be necessary by CPSC.

e. By execution of this contract, the contractor certifies that none of the employees working under this contract have been convicted of a felony, a crime of violence, or a misdemeanor involving moral turpitude, such as a conviction of larceny within the last five (5) years.

f. The Government reserves the right to have removed from service any Contractor employee for any of the following

(1) Conviction of a felony, a crime of violence, or a misdemeanor involving moral turpitude, such as a conviction of larceny within the last five (5) years

(2) Falsification of information entered on security screening forms or other documents submitted to the Government.

(3) Improper conduct once performing on the contract, including criminal, infamous, dishonest, immoral, or notoriously disgraceful conduct or other

conduct prejudicial to the Government regardless of whether the conduct is directly related to the contract.

(4) Any behavior judged to pose a threat to personnel or property.

g. Upon separation from service at the Consumer Product Safety Commission, each Contractor employee shall report to the CPSC Facilities Security Specialist, listed above, to obtain a Contractor Employee Accountability and Clearance Record This record shall be completed and returned to the CPSC Facilities Security Specialist.

h. FAILURE BY THE CONTRACTOR TO COMPLY WITH THE TERMS OF THIS CLAUSE MAY RESULT IN TERMINATION OF THE CONTRACT

K. CPSC SMOKE FREE POLICY

a. All Contractor employees working on-site at CPSC under this contract shall comply with the Commission's smoke free policy which became effective July 6, 1993

b This policy prohibits smoking in all CPSC owned and leased space, both headquarters and field offices, in order to protect the health and comfort of employees and guests. This includes the new East West Towers Building in Bethesda, Maryland.

c Failure by the Contractor's employees to comply with the terms of this clause may be treated as a default pursuant to the terms of this contract and could result in termination of the contract for default

L PROJECT OFFICER DESIGNATION

Arthur McDonald, of the Commission's Directorate of Hazard Injury Data Systems(EPDS), has been designated as the Government's Project Officer for this contract This individual may be reached on (301)504-0539, ext 1249 or online at Internet www amcdonald@cpsc gov

a The Project Officer is responsible for

(1) Monitoring the Contractor's technical progress, including surveillance and assessment of performance,

(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.

b 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

1. 52.252-2
CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available Also, the full text of a clause may be accessed electronically at this/these address(es):
**7504
**7504

(End of clause)

2. 52.243-1
CHANGES--FIXED-PRICE (AUG 1987)
(Reference 43.205)

3 52 249-1
TERMINATION FOR CONVENIENCE OF THE GOVERNMENT (FIXED-PRICE) (SHORT FORM) (APR 1984)
(Reference 49.502)

4. 52.249-8
DEFAULT (FIXED-PRICE SUPPLY AND SERVICE) (APR 1984)
(Reference 49.504)

5. 00.000-0037
DISCLOSURE OF INFORMATION

a The Contractor shall submit to the Commission any report, manuscript or other document containing the results of work performed under this contract, before such document is published or otherwise disclosed to the public, to assure compliance with Section 6(b) of the Consumer Product Safety Act (15 U S C Section 2055(b)), Commission regulations (16 C F R. Part 1101), and a Commission directive (Order 1450.2). These provisions restrict disclosure by Commission Contractors of information that (1) permits the public to identify particular consumer products or (2) reflects on the safety of a class of consumer products. Prior submission allows the Commission staff to review the Contractor's information and comply with the applicable restrictions CPSC should be advised of the Contractor's desire to submit or publish an abstract or a report as soon as practical.

b. Any publications of or publicity pertaining to, the Contractor's document shall include the following

"This project has been funded with federal funds from the United States Consumer Product Safety Commission under contract number CPSC-D-00-5133 The content of this publication does not necessarily reflect the views of the Commission, nor does mention of trade names, commercial products, or organizations imply endorsement by the Commission.

*To be designated at time of award

6 00.000-0038

HANDLING OF CONFIDENTIAL INFORMATION

a. If the Contractor obtains confidential business information about any company in connection with performance of this contract, either from the CPSC or from the other company itself, the Contractor agrees that it will hold the information in confidence and not disclose it either to anyone outside the CPSC or to any Contractor employee not involved in performance of this contract

b At the completion of performance of this contract, the Contractor shall return any confidential information, obtained as described above, either to its owner or to the CPSC. No such information shall be retained by the Contractor Furthermore, the Contractor agrees not to use any such confidential business information for any purpose other than performance of this contract The Contractor shall maintain confidential business information obtained as described in this article in a safe or locked file cabinet to which only employees performing work under this contract shall have access A log shall be maintained to reflect each entry to the safe or cabinet The Contractor shall provide to the CPSC Contracts Branch, and keep current a list of all employees with such access. The Contractor shall require each such employee to execute an affidavit as set forth in Attachment "A" Affidavit of Nondisclosure, the original and one copy of each affidavit shall be sent to the CPSC Contracting Officer

c. A site inspection of the Contractor's security measures for confidential information may be performed by the CPSC Project Officer prior to contract award and periodically during contract performance as deemed necessary by the CPSC Project Officer. Approval of the security measures by the CPSC Project Officer may be a prerequisite to contract award

d FAILURE BY THE CONTRACTOR TO COMPLY WITH THE TERMS OF THIS CLAUSE MAY BE TREATED AS A DEFAULT PURSUANT TO THE TERMS OF THIS CONTRACT.

7 52 0000-4004B

CONTRACTOR'S NOTE

I BILLING INSTRUCTIONS

Pursuant to the Prompt Payment Act (P L 97-177) and the Prompt Payment Act Amendments of 1988 (P L. 100-496) all Federal agencies are required to pay their bills on time, pay interest penalties when payments are made late, and to take discounts only when payments are made within the discount period

To assure compliance with the Act, vouchers and/or invoices shall be submitted on any acceptable invoice form which meets the criteria

listed below Examples of government vouchers that may be used are the Public Vouchers for Purchase and Services Other Than Personal, SF 1034, and Continuation Sheet, SF 1035 At a minimum, each invoice shall include:

1 The name and address of the business concern (and separate remittance address, if applicable).
2. Taxpayer Identification Number (TIN)
3. Invoice date (use of invoice number in addition to invoice date is prudent but not required)
4 The contract or purchase order number (see block 3 on page 1 of this order), or other authorization for delivery of goods or services
5 Description, price and quantity of goods or services actually delivered or rendered.
6. Shipping cost terms (if applicable)
7 Payment terms.
8. Other substantiating documentation or information as specified in the contract or purchase order.
9. Name (where practicable), title, phone number and mailing address of responsible official to be notified in the event of a deficient invoice.

ORIGINAL VOUCHERS/INVOICES SHALL BE SENT TO:
Accounting Officer,
Div. of Financial Services, Room 522
U S Consumer Product Safety Commission
Washington, D. C. 20207-9910

Invoices not submitted in accordance with the above stated minimum requirements will not be processed for payment Deficient invoices will be returned to the vendor within seven days or sooner

Standard forms 1034 and 1035 will be furnished by CPSC upon request of the contractor.

II PAYMENT

Payment will be made as close as possible to, but not later than, the 30th day after receipt of a proper invoice as defined in "Billing Instructions," except as follows

When a time discount is taken, payment will be made as close as possible to, but not later than, the discount date Discounts will be taken whenever economically justified. Otherwise, late payments will include interest penalty payments.

Inquiries regarding payment should be directed to the Accounting Officer on (301) 504-0018 at the following address

Accounting Officer,
Div. of Financial Services, Room 522
U S Consumer Product Safety Commission
Washington, D C 20207-9910

Complaints related to the late payment of an invoice should be directed to Deborah Peebles Hodge, Director, Division of Financial

Services at the same address (above)

III. ALL OTHER INFORMATION RELATING TO THE PURCHASE ORDER

Contact.

PETER J NERRET, SR. (301) 504-0444.

RECEIVING REPORTS FOR SMALL PURCHASES
(OPTIONAL FORM 347 BACK)
PROCESSING INSTRUCTIONS FOR REQUESTING OFFICES

The accompanying Receiving Report (Optional Form 347 BACK), provided with the copy of your executed Purchase Order (Optional Form 347), must be completed at the time the ordered goods or services are received. Upon receipt of the goods or services ordered, each item should be inspected, accepted (partial or final) or rejected. The Receiving Report must be appropriately completed, signed and dated by the authorized receiving official In addition, column (G), Quantity Accepted, on the Purchase Order, must be completed.

Upon completion, the original copy of the Receiving Report and a copy of the Purchase Order must be immediately forwarded to the Division of Financial Services so that payment can be processed pursuant to the Prompt Payment Act. Additional copies should be made and retained consistent with local office procedures.

PROPERTY/EQUIPMENT PURCHASES

In the case of Receiving Reports involving the purchase and receipt of property/equipment, a copy of the Receiving Report and a copy of the Purchase Order must also be immediately forwarded directly to the Property Management Officer (Rey Garcia) in the Administrative Services Branch (Room 520). The transmittal of Receiving Reports and Purchase Order copies to the Property Management Officer is critical to the integrity and operation of CPSC's Property Management System. Receiving officials should also forward copies to their local property officer/property custodian consistent with local office procedures

8 52.232-19

AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR (APR 1984)

Funds are not presently available for performance under this contract beyond 09/30/00 The Government's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made No legal liability on the part of the Government for any payment may arise for performance under this contract beyond 09/30/00 until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer

(End of clause)

9. 52 252-2

CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text Upon request, the Contracting Officer will make their full text available Also, the

full text of a clause may be accessed electronically at this/these address(es).
http //www.arnet.gov/far

(End of clause)
(End of Section)