

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEM
OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30

1. REQUISITION NUMBER: REQ-4100-11-0004
 PAGE OF: 1 10
 2. CONTRACT NO.: CPSC-D-09-0004
 3. AWARD/EFFECTIVE DATE: 08/23/2011
 4. ORDER NUMBER: 0003
 5. SOLICITATION NUMBER: CPSC-Q-09-0101
 6. SOLICITATION ISSUE DATE: 08/04/2009

FOR SOLICITATION INFORMATION CALL: **Greg Grayson**
 b. TELEPHONE NUMBER (No collect calls): 301-504-7725
 8. OFFER DUE DATE/LOCAL TIME: ET

9. ISSUED BY: CONSUMER PRODUCT SAFETY COMMISSION
 DIV OF PROCUREMENT SERVICES
 4330 EAST WEST HWY
 ROOM 517
 BETHESDA MD 20814
 CODE: FMPS
 10. THIS ACQUISITION IS:
 UNRESTRICTED OR SET ASIDE. % FOR:
 SMALL BUSINESS EMERGING SMALL BUSINESS
 NAICS: 541690 HUBZONE SMALL BUSINESS SOLE SOURCE
 SIZE STANDARD: \$6.0 SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS 8(A)

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED
 SEE SCHEDULE
 12. DISCOUNT TERMS: Net 30
 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)
 13b. RATING:
 14. METHOD OF SOLICITATION:
 IRFQ IFB RFP

15. DELIVER TO: CONSUMER PRODUCT SAFETY COMMISSION
 DIRECTORATE FOR ECONOMIC ANALYSIS
 4330 EASTWEST HIGHWAY
 ROOM 723-02
 BETHESDA MD 20814
 CODE: EC
 16. ADMINISTERED BY: CONSUMER PRODUCT SAFETY COMMISSION
 DIV OF PROCUREMENT SERVICES
 4330 EAST WEST HWY
 ROOM 517
 BETHESDA MD 20814
 CODE: FMPS

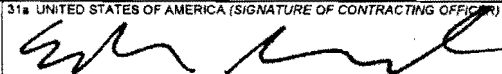
17a. CONTRACTOR/OFFEROR: WESTAT INC
 ATTN RUSSELL WALKER
 1650 RESEARCH BLVD
 ROCKVILLE MD 20850-3129
 CODE: [REDACTED]
 FACILITY CODE:
 18a. PAYMENT WILL BE MADE BY: CPSC Accounts Payable Branch
 AMZ 160
 P. O. Box 25710
 Oklahoma City OK 73125
 CODE: FMFS
 TELEPHONE NO.: (240) 453-5624

17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER
 18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED SEE ADDENDUM

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	DUNS Number: [REDACTED] Project Officer: William Zamula 301) 504-7091 WZamula@cpsc.gov Task Order 0003 The contractor shall provide professional illustrations of nursery products for the Durable Nursery Product Survey, and the post-survey (Use Reverse and/or Attach Additional Sheets as Necessary)				

25. ACCOUNTING AND APPROPRIATION DATA: 0100A11DPS-2011-2272700000-EXHR004100-252F0
 26. TOTAL AWARD AMOUNT (For Govt. Use Only): \$39,147.74

27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA ARE ARE NOT ATTACHED.
 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA ARE ARE NOT ATTACHED.
 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.
 29. AWARD OF CONTRACT REF. OFFER DATED YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:

30a. SIGNATURE OF OFFEROR/CONTRACTOR
 31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)


30b. NAME AND TITLE OF SIGNER (Type or print):
 30c. DATE SIGNED:
 31b. NAME OF CONTRACTING OFFICER (Type or print): Eddie Ahmad
 31c. DATE SIGNED: 8/23/11

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	coding of responses in accordance with CPSC-D-09-0004 and the attached task description. All other terms and conditions remain unchanged and in full effect.				
0002 B	Associate Study Director	4	HR	172.02	688.08
0002 F	Junior Analyst	105	HR	117.21	12,307.05
0002 L	Computing	0.6816	LO	275.83	188.01
0003 B	Associate Study Director	4	HR	178.90	715.60
0003 F	Junior Analyst	20	HR	121.90	2,438.00
0003 J	Telephone Interviewer	720	HR	29.90	21,528.00
0003 L	Computing	4.6514	LO	275.83	1,283.00
	The total amount of award: \$39,147.74. The obligation for this award is shown in box 26.				

32a. QUANTITY IN COLUMN 21 HAS BEEN RECEIVED INSPECTED NOTED: _____ ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE _____ 32c. DATE _____ 32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE _____

32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE _____ 32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE _____
32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE _____

33. SHIP NUMBER _____ 34. VOUCHER NUMBER _____ 35. AMOUNT VERIFIED CORRECT FOR _____ 36. PAYMENT COMPLETE PARTIAL FINAL _____ 37. CHECK NUMBER _____
 PARTIAL FINAL

38. S/R ACCOUNT NUMBER _____ 39. S/R VOUCHER NUMBER _____ 40. PAID BY _____

41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT _____ 42a. RECEIVED BY (Print) _____
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER _____ 41c. DATE _____ 42b. RECEIVED AT (Location) _____
42c. DATE REC'D (YY/MM/DD) _____ 42d. TOTAL CONTAINERS _____

Contract# CPSC-D-09-0004
Task Order# 0003

Task Statement – Illustrations and Additional Coding for the Durable
Nursery Products Exposure Survey (DNPES)

Background

On August 14, 2008, the Consumer Product Safety Improvement Act (CPSIA) was enacted. Section 104 requires that the Consumer Product Safety Commission (CPSC) evaluate the currently existing voluntary standards for durable infant or toddler products and promulgate mandatory standards substantially the same as, or more stringent than, the applicable voluntary standard. Working with the survey contractor, staff has developed a survey of children's products to provide baseline data on the exposure to, use of, and characteristics of durable infant or toddler products, as well as the characteristics of users. The draft survey and supporting statements are currently under review by the Office of Management and Budget (OMB).

The information generated by the Durable Nursery Products Exposure Survey will be used by CPSC staff in developing the various memos and reports that will be required to support section 104 of the CPSIA. The data may also be used to support: other rulemaking or voluntary processes for children's products independent of the CPSIA; compliance activities; information and education campaigns; and evaluation of CPSIA efforts in future years, when these efforts reach full effectiveness. While closed questions were originally envisioned and developed for the majority of the survey, many questions in the survey were eventually modified to be open-ended. These open-ended questions allow CPSC staff to capture more detailed responses. Expanding the coding performed on the open-ended responses will allow staff to more easily and meaningfully analyze the final database provided by the contractor. Task order 2 provided for 4000 open-ended responses (an average of 2 per completed survey).

Scope and Objectives

The purpose of this task order is 1) to have the contractor develop the product illustrations for mailings to the telephone respondents and 2) to perform additional coding on the open-ended responses in the survey.

Illustrations

As part of the survey, staff intends to include product illustrations either as part of the on-line survey or on cards mailed to respondents prior to the telephone survey. Task 2 calls for the contractor to prepare product illustrations and mailing materials for the illustrations. The inclusion of various children's product illustrations in the survey will ensure that the responses generated are attributed to the correct durable nursery product. It will also ensure that no brand names or other identifying features are distributed to respondents. Based on cognitive interviews conducted in November 2010, the survey contractor has made recommendations for the products that require illustrations and suggestions for what those illustrations should include. The contractor has determined that the following products require an illustration:

1. Booster chairs
2. Hook-on chairs
3. Bath seats
4. Bath tubs/bathing aids
5. Safety gate
6. Walker
7. Infant swing
8. Bassinets/cradles/hammocks
9. Bouncers
10. Play yards
11. Stationary activity centers
12. Backpack carriers
13. Front soft carriers

14. Slings
15. Infant carriers
16. Bedside sleepers
17. Sleep positioners
18. Crib bumpers

The contractor shall purchase stock illustrations for most products and edit them for use in the survey. An individual product may have several variations and require two or three illustrations. For some relatively rare products, such as bathing aids and sleep positioners, the contractor shall design the illustrations. The illustrations may not be photo-shopped from brochures for existing products. If the product shape is distinctive enough to identify a model or brand, it must be altered. The contractor shall ensure that the images are well defined to avoid confusing the respondents to the survey. It is anticipated that a third of the products, six out of eighteen, may require illustrations designed expressly for this survey.

Coding

The contractor shall code 32,000 open-ended responses, in addition to the 4,000 already provided for in Task Order 2. The goal of the survey is 2,000 completed surveys, but each completed survey will contain a number of open-ended questions, so not all open-ended questions will necessarily be coded by the contractor.

Schedule

An initial meeting shall be scheduled within four weeks after the award of the task order. The objective of the meeting will be to discuss priorities for the product illustrations and to discuss criteria for choosing which open-ended questions the contractor shall code.

Within six weeks of the meeting the contractor shall prepare a draft priority list for the illustrations and a draft ranking of the open-ended questions.

Within two weeks after receipt of CPSC comments on the draft priority list for the illustrations and the draft ranking of the open-ended questions, the contractor shall prepare a final list for the product illustrations and a final ranking of the open-ended questions.

Within eight weeks after the final list of product illustrations is submitted to CPSC, the contractor shall submit draft product illustrations to CPSC.

Within four weeks after receipt of CPSC comments on the draft product illustrations, the contractor shall submit final product illustrations.

Otherwise, the schedule for Task 2 is not affected.

LC1A CONTRACTOR'S NOTE

Deliveries and/or shipments shall not be left at the Loading Dock. **All deliveries shall be considered "inside deliveries"** to the appropriate room at the Consumer Product Safety Commission (CPSC) and in accordance with the instructions below. When scheduling deliveries the purchase order number shall always be referenced and all packages shall clearly display the Purchase Order Number on the outside of the cartons and/or packages, to include the packing slip.

ATTENTION GOVERNMENT VENDOR

A. DELIVERY INSTRUCTIONS:

1. DELIVERY INSTRUCTIONS FOR LARGE OR HEAVY ITEMS:

If the shipment or item being delivered requires use of a loading dock, advance notification is required. The contractor shall contact the Shipping and Receiving Coordinator at (301) 366-7018 or Ronald Welch (301) 504-7091, forty-eight (48) hours in advance of the date the items are to arrive to schedule use of the loading dock.

LOADING DOCK HOURS OF OPERATION:

9:00 am to 11:00 am or 1:30 pm to 4:00 pm
Monday through Friday (except holidays)

Please notify contact person if there is a change in the delivery date. For changes, delays, or assistance please contact CPSC as follows:

Facilities Management Support Services (301) 504-7091
and
Project Officer William Zamula at (301) 504-7709

Upon arrival, the driver should contact the CPSC Guard, 301-504-7721, at the loading dock to obtain assistance in using freight elevators and to gain access to CPSC security areas.

2. DELIVERY INSTRUCTION FOR SMALL ITEMS

When delivering or shipping small items, the contractor and/or carrier service shall report to the 4th floor lobby, North Tower, 4330 East West Highway, to sign in with the CPSC guard. Upon completion of signing in, the contractor shall deliver all shipments to the Mail Room, Room 415. After delivery, delivery personnel shall promptly depart the building.

MAIL ROOM HOURS OF OPERATION:

Monday through Friday (except holidays) – 7:30 am to 5:00 pm

B. 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. **Do NOT** include Taxpayer Identification Number (TIN) on invoices sent via e-mail.
3. Invoice date.
4. Invoice number.
5. The contract or purchase order number (see block 2 of OF347 and block 4 of SF1449 on page 1 of this order), or other authorization for delivery of goods or services.
6. Description, price and quantity of goods or services actually delivered or rendered.
7. Shipping cost terms (if applicable).
8. Payment terms.
9. Other substantiating documentation or information as specified in the contract or purchase order.
10. Name, 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:

U.S. Mail

CPSC Accounts Payable Branch, AMZ-160
PO Box 25710
Oklahoma City, Ok. 73125

FEDEX

CPSC Accounts Payable Branch, AMZ-160
6500 MacArthur Blvd.
Oklahoma City, Ok. 73169

OR

Via email to:

9-AMC-AMZ-CPSC-Accounts-Payable@faa.gov

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.

Inquiries regarding payment should be directed to the Enterprise Service Center (EXC), Office of Financial Operations, Federal Aviation Administration (FAA) in Oklahoma City, 405-954-7467.

C. 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 Debbie Young at 405-954-7467 or at the U.S. Mail and Fedex addresses listed above:

Complaints related to the late payment of an invoice should be directed to Eldona Canterbury at the same address (above) or 405-954-5351.

Customer Service inquiries may be directed to Rachelle Coleman @ rcoleman@cpsc.gov

D. INSPECTION & ACCEPTANCE PERIOD

Unless otherwise stated in the Statement of Work or Description, the Commission will ordinarily inspect all materials/services within seven (7) working days after the date of receipt. The CPSC representative responsible for inspecting the materials/services will transmit disapproval, if appropriate, to the contractor and the contract specialist listed below. If other inspection information is provided in the Statement of Work or Description, it is controlling.

E. ALL OTHER INFORMATION RELATING TO THE PURCHASE ORDER

Contact: Contract Specialist – Greg Grayson at (301) 504-7725

F. PROCESSING INSTRUCTIONS FOR REQUESTING OFFICES

The Purchase Order/Receiving Report (Optional Form 347 or Standard Form 1449) 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 Purchase Order/Receiving Report must be appropriately completed, signed and dated by the authorized receiving official. In addition, the acceptance block shall be completed (Blocks 32 a, b & c on the SF 1449 and column G and page 2 of the OF 347). The receiving report shall be retained by the requesting office for confirmation when certifying invoices.

G. PROPERTY/EQUIPMENT PURCHASES

In the case of Purchase Orders/Receiving Reports involving the purchase and receipt of property/equipment, a copy of the Purchase Order/Receiving Report must also be immediately forwarded directly to the Property Management Officer (Rey Garcia) in the Facilities Management Support Services Branch (Room 520). The transmittal of Purchase Orders/Receiving Reports 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.