

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

1. REQUISITION NUMBER: REQ-2400-14-0179
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2. CONTRACT NO.: CPSC-D-10-0004
3. AWARD/EFFECTIVE DATE: 09/29/2014
4. ORDER NUMBER: 0010
5. SOLICITATION NUMBER:
6. SOLICITATION ISSUE DATE:

7. FOR SOLICITATION INFORMATION CALL:  a. NAME: 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 523
BETHESDA MD 20814
CODE: FMPS

10. THIS ACQUISITION IS: UNRESTRICTED OR SET ASIDE: % FOR:
 SMALL BUSINESS
 HUBZONE SMALL BUSINESS
 SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS
 WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM
 EDWOSB
 8(A)
NAICS:
SIZE STANDARD:

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

15. DELIVER TO: CONSUMER PRODUCT SAFETY COMMISSION
OFFICE OF INFORMATION SERVICES
4330 EASTWEST HIGHWAY
ROOM 706
BETHESDA MD 20814
CODE: EXIT

16. ADMINISTERED BY: CONSUMER PRODUCT SAFETY COMMISSION
DIV OF PROCUREMENT SERVICES
4330 EAST WEST HWY
ROOM 523
BETHESDA MD 20814
CODE: FMPS

17a. CONTRACTOR/OFFEROR: EVOKE RESEARCH AND CONSULTING LLC
671 N GLEBE RD 16TH FL
ARLINGTON VA 22203-2120
CODE: [REDACTED] FACILITY CODE:
TELEPHONE NO.:

18a. PAYMENT WILL BE MADE BY: CPSC Accounts Payable Branch
AMZ 160
P. O. Box 25710
Oklahoma City OK 73125
CODE: FMPS

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] Contracting Officer Representative: Phil Margolies Email: Pmargolies@cpsc.gov Tel: 301-504-6987 Task Order 0010 to contract number CPSC-D-10-0004 is hereby issued for Information Technology Consulting Services. The contractor shall provide all necessary personnel and services for the performance period of September 29, 2014 through (Use Reverse and/or Attach Additional Sheets as Necessary)				

25. ACCOUNTING AND APPROPRIATION DATA: 0100A14DSE-2014-9994800000-EXIT002400-252M0
26. TOTAL AWARD AMOUNT (For Govt. Use Only): \$238,233.60

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.
 29. AWARD OF CONTRACT: _____ 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: 9/29/14

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
0001	<p>September 28, 2015. All work shall be in accordance with the attached statement of work, contractor's quote dated September 23, 2014 and terms and conditions of master contract# CPSC-D-10-0004.</p> <p>Information Technology and Project Management Consulting Services. Project Manager III at \$124.08/hr</p> <p>The total amount of award: \$238,233.60. The obligation for this award is shown in box 26.</p>	1920	HR	124.08	238,233.60

32a. QUANTITY IN COLUMN 21 HAS BEEN

RECEIVED INSPECTED ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____

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	37. CHECK NUMBER
<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> 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 (<i>Print</i>)	
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c. DATE	42b. RECEIVED AT (<i>Location</i>)	
			42c. DATE REC'D (<i>YY/MM/DD</i>)	42d. TOTAL CONTAINERS

Performance Based Statement of Work
CPSC-D-10-0004/Task Order 0010

1. Description of Services

The contractor shall provide all necessary personnel and services to document, update, and tailor CPSC IT Security policies, processes, and procedures to align with all established federal guidelines and mandates as well as relevant FISMA findings and recommendations documented by the CPSC Inspector General.

2. Contract Type

This procurement is a firm-fixed price, performance-based task order.

3. Description of Work

The Contractor shall furnish all necessary personnel and services to perform the work set forth below:

1. The contractor shall develop a work breakdown structure and project plan identifying all activities (including both contractor and CPSC staff) described in the description of work.
2. The contractor shall identify the existing and needed documented and undocumented Division of Technology Services (ITTS) policies, processes, and procedures. The contractor shall document all identified undocumented policies, processes, and procedures. ITTS staff will provide the contractor with the General Support Systems Security Plan of Action and Milestones.
3. The contractor shall conduct and document scoping and tailoring interviews with appropriate subject matter experts to complete agency specific control values and metrics.
4. The contractor shall draft or revise as appropriate the policies, processes, and procedures identified and documented in the subject matter expert interviews.
5. The contractor shall develop templates for the policy and processes to assure consistent look and feel. The template will align to all applicable NIST and OMB reference documents, including NIST SP800-53rev4.
6. The contractor shall coordinate activities of CPSC staff that review, comment and approve new or revised policies, processes, and procedures. This shall include conducting interviews with appropriate IT staff, scheduling and facilitating the federal review process, and addressing reviewer comments. ITTS estimates that there are approximately 20-25 draft policies that need to be reviewed and approved.

4. Reporting Requirements

The Contractor shall maintain a record of all work performed. The Contractor shall provide a detailed summary of tasks completed (accomplishments), planned activities, funds expended, and risks and issues identified in weekly status and progress reports and meetings, and in the monthly project and risk management meetings. The Contractor shall confer with CPSC staff on issues and problems which the Contractor identifies, and shall implement a solution at the direction of the CPSC Contracting Officer Representative (COR).

5. Inspection and Acceptance

The CPSC COR, with support from the Project Officer, will monitor each assignment and will evaluate the performance based on:

- Volume and frequency of data to be processed in each system, order and type of operations; and
- Monitoring of system performance statistics, report the results and escalate problems when they occur.

The Government will apply the following general inspection standards to the reporting and delivery requirements:

- Meeting agreed upon schedule dates.
- Submission of all deliverables as specified.
- Ability to produce quality assurance documentation, per SDLC practices.
- Preparation of comprehensive reports/presentations.

The Government will inspect the work for both quality and timeliness, and notify the Contractor regarding problems and any corrections needed. The Contractor will be notified in writing of the problems with the work and the Contractor shall provide an acceptable correction, correction plan or recommendation within 24 hours of notification.

The following deliverable items shall be performed and delivered in accordance with the following schedule:

Deliverable	Deliverable Timeframe (calendar days unless otherwise specified) (No Later Than =NLT)
Project Kick-Off	NLT 5 business days (Mon – Fri) after period of performance starts

Project Management, including project and risk management meetings; regular updates to project management artifacts; attendance as required to project-related meetings; and weekly project status reports.	Task Order Award Date through Period of Performance.
Project Plan, including work breakdown structure and project schedule	NLT 10 calendar days after kick-off meeting with updates as needed
List of identified policies, processes, and procedures	In accordance with the approved project plan.
Completed and signed policies that align to all federal guidance	In accordance with the approved project plan.

6. Period of Performance

The period of performance shall be from September 29, 2014 through September 28, 2015.

7. Government Furnished Materials

The Government will supply:

- Computer hardware and software, including all servers, network infrastructure, and databases required
- Physical office space and a phone
- Network and internet access
- SDLC Guide

8. Contractor Qualifications

Individuals proposed for this task shall at least three years of experience in developing federal policy, process, and procedures documents. They will have an understanding of the governing documents and mandates that are used to formulate those policies. The Contractor shall name all personnel with over eighty hours (80) on this task as key personnel. Key personnel may be substituted on the project at the discretion of the COR.

Any and all Contractor partners (subcontractors) shall possess the same, or higher, Contractor experience.

LC 5 Contracting Officer's Representative (COR) Designation

a. The following individual has been designated as the Government's COR for contract: CPSC-D-10-0004 / Task Order 0010

Name: Phil Margolies, IT Specialist

Division: TSCS

Telephone: 301-504-6987

Email: PMargolies@cpsc.gov

b. The CPSC COR is responsible for:

(1) monitoring the Contractor's technical progress, including surveillance and assessment of performance, and notifying the Contracting Officer within one week when deliverables (including reports) are not received on schedule in accordance with the prescribed delivery schedule.

(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.

c. The COR 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.

d. A clear distinction is made between Government and Contractor personnel. No employer-employee relationship will occur between government employees and contractor employees. Contractor employees must report directly to their company (employer) and shall not report to Government personnel.