

Parties to the Agreement

REQUESTING AGENCY/BUYER		SERVICING AGENCY/SELLER	
1A. Department	U.S. Consumer Product Safety Commission	1B. Department	Department of Transportation
2A. Agency		2B. Agency	Federal Aviation Administration
3A. Office		3B. Office	Office of Operational Services
4A. OBLIGATION NUMBER		4B. AGREEMENT NUMBER	
5A. Agency Location Code (ALC)	61000001	5B. Agency Location Code (ALC)	69001104
6A. Data Universal Numbering Sys. # (DUNS)	69287522	6B. Data Universal Numbering Sys. # (DUNS)	809772007
7A. Tax Identification # (TIN)	520978750	7B. Tax Identification # (TIN)	730588975
8A. Treasury Approp. Fund Symbol (TAFS)		8B. Treasury Approp. Fund Symbol (TAFS)	69X4562
9A. Trading Partner Code	69170100	9A. Trading Partner Code	691200
10A. Accounting Classification Code	09 CC EXIT IT 2400 99948 253N	10A. Accounting Classification Code	

Points of Contact for the Agreement

REQUESTING AGENCY/BUYER		SERVICING AGENCY/SELLER	
11A. Finance Point of Contact		11B. Finance Point of Contact	
Name	Gene Barber	Name	Paige Teel
Address	4330 East West Highway, Bethesda, MD 20814	Address	PO Box 25082, AMZ-1 Oklahoma City, OK 73125
Phone	301-504-7203	Phone	405-954-5594
E-mail	gbarber@cpsc.gov	E-mail	paige.teel@faa.gov
12A. Program Point of Contact		12B. Program Point of Contact	
Name	Deborah Peebles Hodge	Name	Bo Peeler
Address	4330 East West Highway, Bethesda, MD 20814	Address	PO Box 25082, AMZ-1 Oklahoma City, OK 73125
Phone	301-504-7130	Phone	405-954-4333
E-mail	dhodge@cpsc.gov	E-mail	bo.peeler@faa.gov

13. Period of Performance	14. Legal Authority
From (mm/dd/yy)	Public Law 104-205, DOT & Related Agencies Approp Act, 1997 (49 USC 40113)
9/1/2009	AMS Fast Toolbox, Section T3.8.1,
To (mm/dd/yy)	AMC-1 Franchise Fund Policy Statement, FY 2008-02 (06/09/2008)
8/31/2010	

15. Total Agreement Amount (estimate)	16. Payment Terms and Schedule
\$ 21,434.00	Advance Payment Required

17. Brief Description of the Supplies, Services and Deliverables Required and Option Years, If Any

E-Travel Help Desk Support Services

This IAA represents the base year of the agreement.

Subject to Availability of Funding. Advances will be taken in accordance with continuing resolution guidelines. Upon approval of the DOT Appropriation, advances will be taken quarterly.

Authorized Approvals

REQUESTING AGENCY/BUYER		SERVICING AGENCY/SELLER	
18. Name and Title of Authorized Official	19. Name and Title of Fund Certification Officer	20. Name and Title of Authorized Official	21. Name and Title of Authorized Official
Donna Hutton, CPSC Contracting Officer		Bo Peeler, Program Director, AMZ-1	
Signature	Date	Signature	Date
<i>Donna Hutton</i>	9/14/09	<i>Bo Peeler</i>	8/4/09
Signature	Date	Signature	Date

Statement of Work

The U.S. Consumer Product Safety Commission (CPSC) working with the Office of Operational Services (AMZ) has developed the E-Travel services identified below.

- Help Desk Support - Answer phone calls and help customer navigate, create, approve, etc. through GovTrip.
- Process interface files from GovTrip to the Delphi Accounting System.
- Process manual corrections from rejects or customer requested in GovTrip through the accounting system.
- Post audit a percent of travel vouchers based on the need of the customer; normally 20%, or 100% if over \$2500 or Foreign.
- Process manual travel authorizations and vouchers, not through GovTrip, includes pre-audit of voucher. This includes printing the voucher out of GovTrip and making a manual payment.
- Provide administrative support, i.e. create and update profiles in GovTrip.
- Provide initial GovTrip training to CPSC personnel at one or two locations.
- Pricing is based on the assumption that there will be 1,000 vouchers per year.
- In December FY10, the GovTrip interface will be activated and there will no longer be a need for manual payments. CPSC is expected to go live on Delphi in November FY10.

Assumption 1

- 1 Assumed that ESC will provide all E-Travel Services to CPSC to include the following:
- 1a Help Desk Support - answer phone calls and help customer navigate, create, approve, etc. through GovTrip.
- 1b Process interface files from GovTrip to the Delphi Accounting System (This task cannot be done by the customer).
- 1c Process manual corrections from rejects or customer requested in GovTrip through the accounting system.
- 1d Post audit a % of travel vouchers based on the need of the customer, normally 20%, or 100% if over \$2500 or Foreign
- 1e Process manual travel authorizations and vouchers, not through GovTrip, includes pre-audit of voucher.
- 1f Provide administrative support - create and update profiles in GovTrip. (This can be done by the agency or ESC)
- 1g Provide intial GovTrip training to CPSC personnel at one or two locations.
- 1h Pricing is based on the assumption that there will be 1,000 vouchers per year

Hours per position needed to perform services:

Travel Manager	Manager 1 - .25 hours per week x 52 weeks = 13 hours
Help Desk Supervisor	Accountant 1 (Supervisory G) - 1 hour per week x 52 weeks = 52 hours
Delp Desk	Accounting Technician - 5 minutes per call x 4 calls per week x 52 weeks / 60 minutes = 17.333 hours (18 hours)
Interface	Lead, Accounting Tech - 1.5 hours per week x 52 weeks = 78 hours
GovTrip Admin	Accounting Tech - 1 hour per week x 52 weeks = 52 hours
Manual Vouchers	Accounting Tech - .75 hours per week x 52 weeks = 39 hours
Post Audits	Accounting Tech - .75 hours per week x 52 weeks = 39 hours
Total Hours	291 hours

Office of Operational Services Customer Provider Agreement

PROVIDER: U.S. Department of Transportation
Federal Aviation Administration
Enterprise Services Center
Office of Operational Services
Mike Monroney Aeronautical Center
P.O. Box 25082, Oklahoma City, OK 73125

CUSTOMERS: U.S. Consumer Product Safety Commission
4330 East-West Hwy
Bethesda, MD 20814

I. PURPOSE

- A. The Enterprise Services Center (ESC), Office of Operational Services (AMZ) will provide E-Travel services in support of the Consumer Product Safety Commission (CPSC).
- B. CPSC identified above has requested that AMZ provide the goods and services identified in 1A above.

II. SCOPE AND DELIVERY

- A. E-Travel Services, as outlined in section II, paragraph C, furnished and provided by AMZ shall be available to CPSC and any organizational component of CPSC that may be administratively supported by CPSC. This may include those goods, products and services identified in this agreement.
- B. This agreement and the attached SOW incorporated herein and the orders placed against this agreement provide the basis for funding, invoicing, and payment for transactions identified by this agreement and orders placed against this agreement. Additional funding commitments may be added to the agreement by modification, as a result of changes in the agreement and/or the SOW and the dollar amounts identified. Any such commitments shall be documented by a written modification to this agreement (See Article IV) and incorporated herein. Modifications shall be sequentially numbered. Modifications shall be signed by both parties of this agreement and shall be accomplished in accordance with Article IV of this agreement.
- C. Under this agreement, AMZ will provide E-Travel services as identified in the attached statement of work.

III. RESOURCE COMMITMENT

- A. AMZ agrees that:

1. Sufficient resources are available to provide the goods or services identified in I.A. above.
2. FAA, MMAC, ESC, AMZ will invoice CPSC as identified on the attached DOT Form 2300.1A.
3. Status reports will be provided to CPSC as reasonably requested.

B. CPSC agrees that:

1. Funds equal to the amount listed on the attached DOT Form 2300.1A are available to AMZ to carry out its obligations identified in this agreement.
2. A contact point and/or representative(s) will be designated, in writing at the time of the signing of this agreement, to coordinate activities including schedules, resource requirements, equipment needs, property requirements, etc., with AMZ. The contact point/representative shall be authorized to, among other things, resolve issues relating to billings, transfers of funds, invoices, and any other dispute that may arise as a result of the performance of this agreement.
3. It will pay or cause to be paid to AMZ, within 30 days of the invoice date, any and all amounts invoiced on behalf of AMZ in accordance with this agreement and any modifications hereto. CPSC shall identify to AMZ, within 60 days of its receipt of the invoice, any disputes regarding invoicing procedures and/or amounts. Any dispute(s) regarding invoicing shall be resolved in accordance with Article X of this agreement.
4. It will provide AMZ with as much lead-time as reasonably practical regarding any anticipated resource requirements.
5. It will provide reports and briefings, as reasonably requested, by AMZ.
6. It will document, in writing, all requirements relative to this agreement, any order(s) placed in accordance with this agreement, and any modification(s) to this agreement.
7. It has the necessary and appropriate legal authority to enter into this agreement with AMZ.

IV. AMENDMENTS, CHANGES, MODIFICATIONS

- A.** Any and all changes and/or modifications to this agreement shall be in writing and shall be signed by an appropriately designated and authorized representative of each respective party acting within the scope of his/her authority. No oral statement by any person shall be interpreted as modifying or otherwise affecting the terms of this agreement. Any and all requests for interpretation and/or modification shall be made in writing. Modifications shall be sequentially numbered.
- B.** The approval authorities for AMZ and CPSC relating to any such changes, modifications are the following:

Federal Aviation Administration, AMZ
Bo Peeler, Program Director
PO Box 25082
Oklahoma City, OK 73125

U.S. Consumer Product Safety Commission
4330 East-West Hwy
Bethesda, MD 20814

- C. It is mutually understood and agreed by the parties that the estimated dollar amount to be spent by CPSC under this agreement is identified in the DOT Form 2300.1A attached. In the event actual dollar amounts differ from the estimates, AMZ and CPSC mutually agree to adjust the dollar amount by written modification. Any additional funds due and owing either party as a result of any such modification shall be paid in a reasonable period of time.

V. EFFECTIVE DATE AND PERIOD OF AGREEMENT

This agreement shall become effective on the date the last signature is affixed hereto. This franchise agreement will result in a one (1) year base period of performance. This franchise agreement includes four (4), one-year option periods. The bilateral, written option exercise may extend the effective period of this franchise agreement for a period of one (1) calendar year from the date of the exercise. In any event, this franchise agreement shall have a maximum effective period of five (5) calendar years from the date the franchise agreement is exercised.

In addition to the forgoing and subject to funding availability, the effective period of this franchise agreement may be extended for a period of up to ninety (90) calendar days to bridge performance hereunder until the appropriate agreement documentation can be entered into by the parties.

VI. PROPERTY ACQUISITIONS

Unless otherwise specified by modifications, any property acquired by AMZ to perform work under this agreement shall become the property of AMZ.

VII. REASONABLE CARE AND PROTECTION

AMZ and CPSC mutually agree to exercise reasonable and appropriate care to protect from unauthorized disclosure to any third parties all intellectual property, proprietary and/or sensitive information and data that become available while fulfilling duties and obligations under this agreement. No information, oral or written, concerning pricing and terms of this agreement shall be published or released to any non-party without prior written approval of AMZ and CPSC, except as provided by law.

VIII. AUTHORITY

The legal authorities by which AMZ enters into this agreement are:

- Public Law 104-205, Department of Transportation and Related Agencies Appropriation Act, 1997 (49 USC 40113)
- AMS Fast Toolbox, Section T3.8.1
- AMC-1 Franchise Fund Policy Statement, FY 2008-02 (06/09/2008)
- The Consumer Product Safety Act, Section 27(g), 15 U.S.C. Sec. 2076(g).

IX. TERMINATION / REVOCATION

The party(ies) may terminate this agreement at any time prior to its expiration date, with or without cause, and without incurring any additional liability or obligation to the terminated party (other than payment of all amounts due and owing and performance of obligations accrued on and prior to the termination date) by giving the other party at least 30 days prior written notice of termination.

Upon receipt of a notice of termination, the receiving party shall take reasonable steps to stop the accrual of any additional obligations that might require payment. When such reasonable steps are concluded, each party shall give the other an accounting. Parties shall take reasonable steps to reconcile their respective accounts one with the other.

At the conclusion of the accounting and the reconciliation, any monies previously paid to AMZ in accordance with this agreement and not owed to AMZ shall be refunded to CPSC in a reasonable period of time. Likewise, at the conclusion of the accounting and the reconciliation, any monies remaining due and owing AMZ shall be invoiced by AMZ and paid in accordance with this agreement.

X. DISPUTE RESOLUTION

Where possible, disputes will be resolved by informal discussion between the parties. If the parties are unable to resolve any disagreement through good faith negotiations, the dispute will be resolved pursuant to the procedures and standards of the Business Rules for Intragovernmental Transactions delineated in the Treasury Financial Manual, Volume 1, Bulletin 2007-03, Section VII.

XI. APPROVALS

U.S. Consumer Product Safety Commission

 9/14/09
Signature Date

Program Director, Office of Operational Services
Mike Monroney Aeronautical Center

 8/4/09
Signature Date