

Todd Stevenson

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE PAGE OF PAGES 1 2
2. AMENDMENT/MODIFICATION NO. 0003
3. EFFECTIVE DATE 07/26/2010
4. REQUISITION/PURCHASE REQ. NO. REQ-2700-10-0004
5. PROJECT NO. (If applicable)
6. ISSUED BY CODE FMPS
7. ADMINISTERED BY (If other than item 6) CODE FMPS
CONSUMER PRODUCT SAFETY COMMISSION
DIV OF PROCUREMENT SERVICES
4330 EAST WEST HWY
ROOM 517
BETHESDA MD 20814

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)
BOOZ ALLEN HAMILTON INC
8283 GREENSBORO DRIVE
MCLEAN VA 22102
9A. AMENDMENT OF SOLICITATION NO.
9B. DATED (SEE ITEM 11)
9C. MODIFICATION OF CONTRACT/ORDER NO.
CPSC-D-10-0001
9D. DATED (SEE ITEM 13)
02/03/2010

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS
The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)
0100A10DPS 2010 5455600000 EXEM002710 251A0 Net Increase: \$298,064.97

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.
CHECK ONE
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
D. OTHER (Specify type of modification and authority)
X Mutual Agreement between parties and IAW GS-23F-9755H

E. IMPORTANT: Contractor is not. is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)
DUNS Number
Modification 0003 to Task Order 0001 of contract CPSC-D-10-0001 is hereby issued to revise the statement of work, add additional services to the work plan and extend the task order completion date to September 30, 2010.

As a result of the above changes, the attached CPSC revised Strategic Planning Requirements dated July 16, 2010 and the Booz Allen Hamilton Technical Volume I dated July 26, 2010 to include the referenced attached email dated July 26, 2010 are all hereby incorporated into Task Order 0001.

Task Order 0001, total amount is hereby increased by \$298,064.97 from \$1,598,169.84 to a Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Nancy E. Hardwick, Senior Vice President
15B. CONTRACTOR/OFFEROR Signature of person authorized to sign
15C. DATE SIGNED 7/29/10
16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Donna Hutton
16B. UNITED STATES OF AMERICA Signature of Contracting Officer
16C. DATE SIGNED 7/27/10

NAME OF OFFEROR OR CONTRACTOR  
BOOZ ALLEN HAMILTON INC

| ITEM NO.<br>(A) | SUPPLIES/SERVICES<br>(B)   | QUANTITY<br>(C) | UNIT<br>(D) | UNIT PRICE<br>(E) | AMOUNT<br>(F) |
|-----------------|--|-----------------|-------------|-------------------|---------------|
|                 | <p>new total of \$1,896,234.81.</p> <p>All other contract terms and conditions remain unchanged and in full effect.</p> <p>Discount Terms:<br/>                    Net 30</p> <p>Payment:<br/>    CONSUMER PRODUCT SAFETY COMMISSION<br/>    DIVISION OF FINANCIAL SERVICES<br/>    4330 EAST WEST HWY<br/>    ROOM 522<br/>    BETHESDA MD 20814</p> <p>FOB: Destination<br/>Period of Performance: 02/03/2010 to 09/30/2010</p> <p>Add Item 0011 as follows:</p> |                 |             |                   |               |
| 0011            | <p>Firm Fixed Price Strategic and Management Planning Services for Phases 1 &amp; 2 as indicated on the attached revised services mutually agreed upon by CPSC and Booz Allen Hamilton.</p>  | 1               | EA          | 297,130.14        | 297,130.14    |
|                 | <p>Add Item 0012 as follows:</p>   |                 |             |                   |               |
| 0012            | <p>Incidental Support Items<br/>(Travel Additional Deliverables)</p>   | 1               | EA          | 934.83            | 934.83        |

**CPSC's Response to Booz Allen's Proposal  
for Task Order 0001 Mod 0003**

This document serves as the Consumer Product Safety Commission's ("CPSC") response to Booz Allen Hamilton's ("Booz Allen" or "Contractor") Proposal for Task Order 0001 Modification 0003.

**I. Services not required**

After review of Booz Allen's proposal dated July 8, 2010, CPSC has decided that the following deliverables are not needed:

- 2.4 Preliminary Operational Management Plan, v5
- 2.5 Draft Operational Management Plan
- 2.6 Design Team Charters and Work Plans
- 4.1 Draft Strategic Communications Plan

Any work related to these items is not included in this modification.

**II. Revised Strategic Planning Requirements**

After review of Booz Allen's proposal dated July 8, 2010, CPSC submits the following revised requirements for the work specified in the Statement of Work provided in the Request for Quotation.

**1. Definition of Terms**

Throughout this document, the following definitions apply:

| <b>Document:</b>                     | <b>Document Identification<sup>1</sup>:</b>                                    |
|--------------------------------------|--|
| Preliminary Draft Strategic Plan, v3 | Presented to Commissioners for provisional vote and posted on the CPSC website |
| Preliminary Draft Strategic Plan, v4 | Presented to OMB and Congress after provisional vote of Commission             |
| Final Draft Strategic Plan           | Presented to Commissioners for final vote                                      |
| Final Strategic Plan                 | Presented to CPSC as the final document  |

**Period of Performance:** The period of performance for this task order shall be from February 2, 2010 up to and including September 30, 2011.

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<sup>1</sup> This section is intended for purposes of clarification only, and recipients are not intended to be inclusive.

## 2. Description of services

- a. The Contractor shall secure CPSC approval of its work plan and work schedule, and will present the approved work plan and work schedule to CPSC management as soon as possible.
- b. The Contractor shall revise the Preliminary Draft Strategic Plan, v2 deliverable received by CPSC on July 13, 2010, incorporating feedback provided by CPSC.
- c. In close consultation with and subject to approval by CPSC staff, the Contractor shall revise the Preliminary Draft Strategic Plan to closely follow the requirements specified in OMB Circular A-11 (A-11). The currently available A-11 is dated August 2009. Once the updated A-11 for 2010 is released, the requirements of the updated A-11 must be met and approved by CPSC staff. Specifically, pursuant to the current A-11, the Final Draft Strategic Plan will include:
  - i. A discussion of External Risk Factors for each strategic goal (see Circular A-11 (2009) page 3 of Section 210)

*"GPRA requires 'identification of those key factors external to the agency and beyond its control that could significantly affect the achievement of the strategic goals.' External factors are those introduced by external forces or parties, and are not of the agency's own making. External factors may be economic, demographic, social, or environmental, and they may remain stable, change within predicted rates, or vary to an unexpected degree. A strategy's dependence on the actions of Congress, other Federal agencies, States, local governments, or other non-Federal entities are also external factors that need to be addressed by the agency strategy. The external factors can provide helpful context for the strategic goal, for example, the portion of total education spending coming from the Federal government."*
  - ii. Strategies and Means (see Circular A-11(2009) page 3 of section 210)

*"In the discussion of each strategic goal, the agency should describe:*

    1. *The strategies program managers will use to acquire, deploy, and manage resources to contribute to actions, outputs, or services that will lead to results. The discussion about resources should be informed by the agency's resource management plans that estimate resource requirements and address the opportunities and challenges in acquiring them and making them usable and effective. However, a strategic plan is not a budget request; the projected levels of goal achievement must be commensurate with anticipated*

*resource levels. Furthermore, the strategic plan should not bind the Administration to new budget or legislative commitments.*

*2. The roles and responsibilities of key agency program and administrative activities, and external agency partners that apply key resources toward the agency goals (e.g. other federal programs, grantees; state, local, tribal, and foreign governments; major long-term contractors, etc.).*

*3. The major initiatives the agency plans to take to implement and execute the strategy. The initiatives might include key activities that are essential for implementation and execution to achieve the long-term performance goals. The description should include the office, job title or position within the agency and agency partners responsible for accomplishing each step, and the timeframe in which the step would be completed. The strategic plan can provide this information along with more detailed description of projects and steps as links to documents available on the agency's web site. The agency should continually monitor and track strategy implementation and execution progress using measures that would appear in annual performance plans and reports.*

iii. Program Evaluations (see Circular A-11 (2009) page 4 of section 210)  
*"GPRA specifically requires a description of the program evaluations used in establishing or revising strategic goals with a schedule for future evaluations. The agency's schedule of future evaluations should go beyond simply listing evaluations topics for planned studies and instead should briefly describe the objectives of planned evaluations and why they are relevant to decision-making."*

- d. The Contractor shall supply a document listing all current and updated A-11 requirements and identify the section(s) of the Final Draft Strategic Plan and Final Strategic Plan that addresses each requirement. The Contractor shall supply this document for all draft versions of the Final Draft Strategic Plan and Final Strategic Plan, and the Contractor shall revise the document as necessary to ensure it remains accurate and up-to-date.
- e. The Contractor shall facilitate working groups with CPSC senior staff to develop action items needed to accomplish each objective within the Final Draft Strategic Plan and Final Strategic Plan.
- f. In close consultation with, and subject to approval by CPSC staff, using information gathered from the working groups, the Contractor shall develop long-term performance

measures that span a minimum of five years to directly measure each strategic goal and each objective within the Final Draft Strategic Plan and Final Strategic Plan.

- g. Building upon the inventory of annual performance measures supplied to the Contractor by CPSC, in close consultation with and subject to approval by CPSC staff, the Contractor shall develop annual performance measures that support each objective within the Final Draft Strategic Plan and Final Strategic Plan. The Contractor shall focus on the areas identified by CPSC where no current annual performance measures exist.
- h. The Contractor shall present a list of long-term and annual performance measures for each strategic goal and each objective in the Final Draft Strategic Plan and Final Strategic Plan to CPSC staff and shall facilitate review and comment by the executive steering committee. Working with CPSC staff, the Contractor shall revise the measures to reflect the feedback provided.

The Contractor shall perform the following items concurrently with items c. through h. above:

- i. The Contractor shall support CPSC staff in preparing for the Commission briefing (to be led by CPSC staff) on the Preliminary Draft Strategic Plan, v3, and shall attend and be available to address questions and comments by the Commissioners during the briefing.
- j. The Contractor shall then revise the Preliminary Draft Strategic Plan, v3 as necessary to incorporate feedback received from the Commissioners, in consultation with CPSC staff, and the resulting document as revised will be Preliminary Draft Strategic Plan, v4.
- k. The Contractor shall support CPSC in preparing for meetings (to be led by CPSC staff) to present Preliminary Draft Strategic Plan, v4 to the Office of Management and Budget (OMB) and Congressional staff, and shall attend and be available to address questions and comments by those in attendance.
- l. The Contractor shall then revise the Preliminary Draft Strategic Plan, v4 as necessary to incorporate feedback received from OMB and Congressional staff, in consultation with CPSC staff, and the resulting document as revised will be Final Draft Strategic Plan.
- m. The Contractor shall support CPSC staff in preparing for the Commission briefing (to be led by CPSC staff) on the Final Draft Strategic Plan, and shall attend and be available to address questions and comments by the Commissioners during the briefing.
- n. The Contractor shall then revise the Final Draft Strategic Plan as necessary to incorporate feedback received from the Commissioners, in consultation with CPSC staff, and the resulting document as revised will be the Final Strategic Plan.

### **3. Deliverables**

For each of the deliverables listed below, CPSC staff will review and provide comments to the Contractor within five business days of receipt. If CPSC requires more than five business days to

- Content – this document must address all of the issues and objectives set forth in the Statement of Work, comply with the Description of Services above, and incorporate all related comments received from CPSC staff.
  - Due September 15, 2010.
- g. **Final Strategic Plan**
- **Format**
    - Provided in Microsoft Word version 2003 or 2007. The word document will be camera-ready and formatted to match the PDF document and include all graphics, photographs, and pictures included in the PDF version, and
    - Provided in PDF format, professionally designed.
  - Content – this document must address all of the issues and objectives set forth in the Statement of Work, comply with the Description of Services above, and incorporate all related comments received from CPSC staff.
  - Due September 29, 2010.
- h. **Printed Copies of the Final Strategic Plan**
- Format – Printed on “glossy” paper in color and bound into a book.
  - Content – The content of the printed document will be identical to the Final Strategic Plan (PDF).
  - Quantity – The Contractor shall supply thirty (30) printed copies of the Final Strategic Plan.
  - Due September 29, 2010.
- i. **Images: The Contractor shall supply all graphics, photos, and pictures used in the Final Draft Strategic Plan in the highest resolution available to the Contractor.**
- Due September 30, 2010.

finalize review of a deliverable, CPSC will notify the Contractor in writing within the five business day period. The Contractor and CPSC will review the extent of the delay to determine potential impact to the work plan, delivery dates, and cost. All deliverables are due by noon on the due date.

- a. **Work Plan and Schedule:** The Contractor shall provide a work plan and schedule detailing its proposal for accomplishing Task Order 0001 Modification 0003. The plan shall be submitted with the Contractor's response to the Request for Quotation and shall be presented to CPSC management at a meeting to be held at CPSC headquarters. If approved by CPSC staff, the final approved plan shall be incorporated into and made a part of the existing Task Order 0001.
- b. **Biweekly Status Reports:** Every two weeks during the Period of Performance, the Contractor shall submit a status report to the Project Officer within two working days of the report's due date. The format of these Status Reports will be agreed to in advance of the due date by the Project Officer and the Contractor (e.g., e-mail, meeting with Project Officer, or written report). The report must contain the following information: Status of project and new developments; A summary of feedback received from all stakeholders; Current or anticipated problems and proposed solutions.
- c. **Performance Measurement Action Items**
  - o Content – this document must address all of the issues and objectives set forth in the Statement of Work, comply with the Description of Services above, and incorporate all related comments received from CPSC staff.
  - o The Contractor shall suggest a due date in the work plan.
- d. **Catalog of Performance Measures for Strategic Goals and Objectives**
  - o Content – this document must address all of the issues and objectives set forth in the Statement of Work, comply with the Description of Services 2.f., 2.g., and 2.h. above, and incorporate all related comments received from CPSC staff.
  - o The Contractor shall suggest a due date in the work plan.
- e. **Listing of all Circular A-11 Requirements and how they are addressed**
  - o Content – this document must address all of the issues and objectives set forth in the Statement of Work, comply with the Description of Services above, and incorporate all related comments received from CPSC staff.
  - o Due September 15, 2010.
- f. **Final Draft Strategic Plan**
  - o **Format**
    - Provided in Microsoft Word version 2003 or 2007. The word document will be camera-ready and formatted to match the PDF document and include all graphics, photographs, and pictures included in the PDF version, and
    - Provided in PDF format, professionally designed.