

Todd Stevenson

<b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEM</b> <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, &amp; 30</i>				1 REQUISITION NUMBER	PAGE OF 1 8	
2. CONTRACT NO. CPSC-D-10-0001		3. AWARD/EFFECTIVE DATE 02/03/2010		4. ORDER NUMBER 0001		5. SOLICITATION NUMBER
7. FOR SOLICITATION INFORMATION CALL:		a. NAME Kim Miles		b. TELEPHONE NUMBER (No collect calls) 301-504-7018		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 <input checked="" type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: % FOR: <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> EMERGING SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> SOLE SOURCE <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> (8(A)) NAICS: 541611 SIZE STANDARD: \$6.0		
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS Net 30		13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		13b. RATING
15. DELIVER TO CONSUMER PRODUCT SAFETY COMMISSION DIVISION OF PLAN, BGDG, AND EVAL 4330 EAST WEST HIGHWAY ROOM 708 BETHESDA MD 20814			CODE FMPS	16. ADMINISTERED BY CONSUMER PRODUCT SAFETY COMMISSION DIV OF PROCUREMENT SERVICES 4330 EAST WEST HWY ROOM 517 BETHESDA MD 20814		
17a. CONTRACTOR/OFFEROR BOOZ ALLEN HAMILTON INC 8283 GREENSBORO DRIVE MCLEAN VA 22102			CODE	18a. PAYMENT WILL BE MADE BY CONSUMER PRODUCT SAFETY COMMISSION DIVISION OF FINANCIAL SERVICES 4330 EAST WEST HWY ROOM 522 BETHESDA MD 20814		
TELEPHONE NO.			CODE	18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM		
17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER						
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES			21. QUANTITY	22. UNIT	23. UNIT PRICE
	DUNS Number:					
	TASK ORDER 0001					
	Task Order 0001 to Contract CPSC-D-10-0001 is hereby issued in accordance with the attached statement of work and the Booz Allen Task Order Proposal dated February 2, 2010. Period of Performance: 02/03/2010 to 08/02/2010 Continued ... <i>(Use Reverse and/or Attach Additional Sheets as Necessary)</i>					
25. ACCOUNTING AND APPROPRIATION DATA 10 PS EXFM 2710 54556 251A				26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$1,598,169.84		
27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.						
27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> 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 02/02/2010 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)		31c. DATE SIGNED
Kim Miles				Kim Miles		2-3-10

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
0001	Project Director/Analyst II		EA	164.28	0.00
0002	Senior Analyst/Management Consultant I	2979	HR	146.02	434,993.58
0003	Junior Analyst/Analyst I	1245	HR	119.67	148,989.15
0004	Analyst	880	HR	88.93	78,258.40
0005	Management Consultant II	720	HR	188.84	135,964.80
0006	Program Manager	299	HR	269.51	80,583.49
0007	Project Manager	1358	HR	239.26	324,915.08
0008	Senior Task Lead	880	HR	232.76	204,828.80
0009	Task Lead	920	HR	172.37	158,580.40
Continued ...					

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

PARTIAL  FINAL

COMPLETE  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 RECD (YY/MM/DD)

42d. TOTAL CONTAINERS

**CONTINUATION SHEET**

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
CPSC-D-10-0001/0001

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NAME OF OFFEROR OR CONTRACTOR  
BOOZ ALLEN HAMILTON INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0010	Incidental Support Items (open market)	1	LT	31,056.14	31,056.14
The total amount of award: \$1,598,169.84. The obligation for this award is shown in box 26.					

## Statement of Work

### 1. Purpose/Objectives

- a. **Phase 1, Strategic Visioning:** To develop and implement a flexible and collaborative planning process to establish CPSC's mission and long-term (5 years) vision statements, including its core values and guiding principles, and to identify major goals for CPSC.
- b. **Phase 2, Organizational Assessment:** To develop a strategic operational management plan for CPSC and to identify the resources needed to achieve CPSC's major goals.
- c. The information developed in Phases 1 and 2 will be used to develop a strategic plan for CPSC (Phase 3, Strategic and Performance Planning).

### 2. Description of Services

- a. **Phase 1, Strategic Visioning:** The contractor will develop mission, vision, and core values statements, as well as identify major goals for CPSC.
- b. The contractor will identify key stakeholders, CPSC staff, and documents needed to complete the task. The contractor will review key planning documents such as annual operating and performance plans, performance reports, budget submissions, and applicable reports by the Government Accountability Office, employee survey results (e.g., the Office of Personnel Management's Human Capital Survey), any available stakeholder survey data, systems for tracking performance and related data, and Inspector General reports. The contractor will also review relevant laws, regulations, Congressional testimony, reports to Congress, and any other relevant documents or data.
- c. The contractor will facilitate discussions with CPSC staff, key managers, and leadership to collaboratively develop the mission, vision, and core values statements. The contractor will also engage key stakeholders (e.g., through social media tools) and receive feedback to be used in developing the mission, vision, and core values statements. The discussions and stakeholder feedback on the key strategic decisions will be used to develop high-level goals on which CPSC should focus. To refine these elements, the contractor will support CPSC in reviewing its mission, vision, and core values statements with key representatives from the Office of Management and Budget (OMB), if needed. In addition, the contractor will help CPSC develop a plan to ensure buy-in of the mission, vision, and core values statements by both CPSC managers and employees. In summary:
  - The contractor will secure CPSC approval of its work plan and work schedule, and will present the approved work plan and schedule to CPSC management.
  - The contractor will engage CPSC staff and key stakeholders.

- The contractor will help CPSC develop its mission, vision, and core values statements.
  - The contractor will develop a plan to ensure buy-in of the mission, vision, and core values statements by both CPSC managers and employees.
  - The contractor will support CPSC in reviewing its mission, vision, and core values statements with OMB, if needed.
  - The contractor will help CPSC identify major goals for the agency.
- d. Phase 2, Organizational Assessment: The contractor will develop a strategic operational management plan for CPSC and identify the resources needed to achieve CPSC's major goals identified in Phase 1. A meeting, at which the contractor will present the approved work plan and work schedule to CPSC management, will be held at CPSC headquarters.
- e. The contractor will conduct an independent review of the CPSC organization to assess its operational effectiveness and develop a strategic operational management plan. The contractor will work collaboratively with CPSC to identify and analyze core business processes (such as through a series of interviews and/or focus groups with CPSC management, process owners, and subject matter experts). The contractor will assess CPSC's current organizational structure and workforce composition, as well as conduct a skills gap analysis. This information will be used to define specific improvements to the organizational structure and resource mix, including identification of additional resources and potential outside partners, to realize the vision of the future state of CPSC operations.
- f. The contractor will develop a comprehensive strategic operational management plan that outlines modifications to existing processes, staffing, organizational structure and supporting practices required to realize the vision of the future state of CPSC operations. The contractor will establish priorities, define detailed implementation steps, and identify the sequence in which changes will take place. The contractor will also identify relevant metrics to track progress and provide recommendations to mitigate workforce management gaps and ensure program activities are aligned with CPSC's future vision. Stakeholders will be engaged as needed to review and provide feedback on the strategic operational management plan. In summary:
- The contractor will secure CPSC approval of its work plan and work schedule, and will present the approved work plan and schedule to CPSC management.
  - The contractor will conduct an independent review of the organization to assess its operational effectiveness and develop a strategic operational management plan, including an evaluation of its strengths, weaknesses, opportunities, and threats.
  - The contractor will identify the issues/challenges that CPSC faces in implementing its future vision and make recommendations for actions that CPSC could take to address these challenges, including identifying potential outside partners and ways in which outside resources may be leveraged to help CPSC accomplish its goals.
  - The contractor will work collaboratively with CPSC staff to make recommendations for changes to CPSC's organizational structure and resource mix, including

identification of additional resources, to realize the vision of the future state of CPSC operations.

- The contractor will conduct an independent skills gap analysis.

### 3. Deliverables/Reporting Requirements

- a. The contractor shall provide a performance plan detailing the approach for accomplishing Task Order 0001. The plan shall be submitted with the contractor's response to the Request for Quotation. The plan shall be reviewed for approval by the CPSC Project Officer. Acceptance of the plan will be based on conformance with the Statement of Work, paragraph 2, Description of Services. The final approved plan shall be incorporated into and made a part of the resulting Task Order 0001. The contractor will present the plan to CPSC management at a meeting to be held at CPSC headquarters.
- b. In addition, the contractor will submit the following reports to the Project Officer:
  - Biweekly Status Reports: Every two weeks during the performance period, the contractor will submit a status report within 7 calendar days after the end of the biweekly period.
    - a. Format – to be agreed upon by the Project Officer and the contractor (e.g., e-mail, meeting with Project Officer, or written report)
    - b. Content – 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
  - Draft Mission, Vision, and Core Values Statements: Submitted 2 months after CPSC approves the work plan and schedule.
    - c. Format – the draft document shall be prepared in Microsoft Word 2003 or 2007 and shall be furnished in electronic format to be e-mailed to the Project Officer.
    - d. Content – the draft document must address all of the issues and objectives set forth in the Statement of Work, as well as comments received from the Project Officer.
    - e. Review – CPSC staff will review and revise, as necessary, and return to the contractor within 10 working days after receipt.
  - Final Mission, Vision, and Core Values Statements: Submitted 2 weeks after CPSC approves the draft mission, vision and core values statement.
    - a. Format – the final document shall be prepared in Microsoft Word 2003 or 2007 and shall be furnished in electronic format to be e-mailed to the Project Officer
    - b. Content – the final document must address all of the issues and objectives set forth in the Statement of Work, as well as comments received from the Project Officer.

- c. Review – CPSC staff will review and revise, as necessary, and return to the contractor within 5 working days after receipt.
- Draft Operational Management Plan: Submitted 3 months after CPSC approves the work plan and schedule.
  - a. Format – the final document shall be prepared in Microsoft Word 2003 or 2007 and shall be furnished in electronic format to be e-mailed to the Project Officer
  - b. Content – the final document must address all of the issues and objectives set forth in the Statement of Work, as well as comments received from the Project Officer.
  - c. Review – CPSC staff will review and revise, as necessary, and return to the contractor within 10 working days after receipt.
- Final Operational Management Plan: Submitted 1 month after CPSC approves the draft operational management plan.
  - a. Format – the final document shall be prepared in Microsoft Word 2003 or 2007 and shall be furnished in electronic format to be e-mailed to the Project Officer
  - b. Content – the final document must address all of the issues and objectives set forth in the Statement of Work, as well as comments received from the Project Officer.
  - c. Review – CPSC staff will review and revise, as necessary, and return to the contractor within 5 working days after receipt.

#### **4. Period of Performance**

Performance of work shall begin on February 3, 2010 and end on August 2, 2010.

#### **5. Government Furnished Materials**

CPSC will provide the contractor with office space and e-mail access, the current (2003) Strategic Plan, annual performance budgets (2009 and 2010), the 2009 Performance and Accountability Report, relevant laws, regulations, reports to Congress, and other relevant documents.

## **6. CPSC Project Officer**

The CPSC project officer for this task order is as follows:

**N.J. Scheers, Ph.D.**

**Director, Division of Planning, Budget, and Evaluation**

**U.S. Consumer Product Safety Commission**

**Office of Financial Management, Planning, and Evaluation**

**4330 East West Highway, Room 520B**

**Bethesda, MD 20814**

**Email address: [njscheers@cpsc.gov](mailto:njscheers@cpsc.gov)**

**Phone: 301-504-7534**

**Fax: 301-713-0047**