

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1 CONTRACT ID CODE _____ PAGE OF PAGES
 1 2
 2 AMENDMENT/MODIFICATION NO. 0018
 3 EFFECTIVE DATE 05/10/2011
 4 REQUISITION/PURCHASE REQ NO. REQ-2400-11-0137
 5 PROJECT NO. (If applicable) _____

6 ISSUED BY CODE FMPS
 CONSUMER PRODUCT SAFETY COMMISSION
 DIV OF PROCUREMENT SERVICES
 4330 EAST WEST HWY
 ROOM 517
 BETHESDA MD 20814
 7 ADMINISTERED BY (If other than Item 6) CODE _____

8 NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)
 ENTERPRISE SVCS CNTRDOT FAA
 MIKE MUNRONEY AERONAUTICAL CNTR
 PO BOX 25082
 OKLAHOMA CITY OK 73125
 9A AMENDMENT OF SOLICITATION NO. (X)
 9B DATED (SEE ITEM 11) _____
 10A MODIFICATION OF CONTRACT/ORDER NO. X
 CPSC-I-08-0022
 10B DATED (SEE ITEM 13) 09/26/2008
 CODE _____ FACILITY CODE _____

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. is extended. is not extended
 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) Net Increase: \$36,667.40
 0100A11DCC 2011 9994800000 EXITIT2400 253N0

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 data, 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 BILATERAL MODIFICATION, FAR 43.103(b)

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 No. 0018 provides reimbursement for Accounts Receivable, Accounts Payable and Audit Support at CPSC in accordance with the attached Statement of Work.

The period of performance shall be from May 1, 2011 through September 30, 2011.
 The total amount funded under this agreement for FY-2011 is increased by \$36,667.40, from \$304,812.50 to \$341,479.90.

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) Michael S. Kpton, AMX
 15B CONTRACTOR/OFFEROR
 15C DATE SIGNED 5/10/2011
 16A NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Donna Hutson
 16B DATE SIGNED 05/18/2011
 18B UNITED STATES OF AMERICA
 (Signature of person authorized to sign) (Signature of Contracting Officer)

NAME OF OFFEROR OR CONTRACTOR
ENTERPRISE SVCS CNTRDOT FAA

ITEM NO (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0017	<p>Add Item 0017 as follows:</p> <p>Modification to CPSC-I-08-0022 to provide full Accounts Receivable, Accounts Payable and Audit Support for the period of May 1, 2011 through September 30, 2011. See attached Statement of Work and Service Level Agreement.</p> <p>ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED AND IN FULL FORCE AND EFFECT.</p>				36,667.40

Interagency/Intra-agency Agreement

Parties to the Agreement

REQUESTING AGENCY/BUYER		SERVICING AGENCY/SELLER	
1A. Department	U.S. Consumer Product Safety Commiss	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	1211ACESCPCSC
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)	61110100	8B. Treasury Approp. Fund Symbol (TAFS)	69X4562
9A. Trading Partner Code	69170100	9A. Trading Partner Code	691200
10A. Accounting Classification Code	0100A110CC 2011 9994800000 EXTTTT2400 253NO	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	Deborah Peebles Hodge	Name	Paige Teel
Address	4330 East West Hwy Bethesda, MD 20814	Address	PO Box 25082, AMK-10 Oklahoma City, OK 73125
Phone	301.504.7130	Phone	405-954-5594
E-mail	dhodge@cpsc.gov	E-mail	paige.teel@faa.gov
12A. Program Point of Contact		12B. Program Point of Contact	
Name	Deborah Peebles Hodge	Name	Mike Upton
Address	4330 East West Hwy Bethesda, MD 20814	Address	PO Box 25082, AMK-2 Oklahoma City, OK 73125
Phone	301.504.7130	Phone	405-954-4333
E-mail	dhodge@cpsc.gov	E-mail	mike.upton@faa.gov
13. Period of Performance		14. Legal Authority	
From (mm/dd/yy)	To (mm/dd/yy)	Public Law 104-205, DOT & Related Agencies Approp Act, 1997 (49 USC 40113)	
5/1/2011	9/30/2011	AMS Fast Toolbox, Section T3.6.1, AMC-1 Franchise Fund Policy Statement, FY 2008-02 (06/09/2008)	
15. Total Agreement Amount (estimate)		16. Payment Terms and Schedule	
\$	36,667.40	Advance Payment Required	

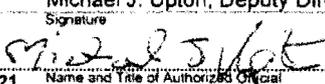
17. Brief Description of the Supplies, Services and Deliverables Required and Option Years, If Any

Provide full Accounts Receivable, Accounts Payable and audit support for the period of May 1, 2011 through September 30, 2011. Attached is the detailed Statement of Work and Service Level Agreement for the additional services.

This IAA represents the base year of the agreement.

Subject to Availability of Funding. Advances will be taken in accordance with continuing reslution 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		20. Name and Title of Authorized Official	
Donna Hutton, Contracting Officer		Michael J. Upton, Deputy Director, AMK-2	
Signature	Date	Signature	Date
	5/12/2011		4/30/2011
19. Name and Title of Fund Certification Officer		21. Name and Title of Authorized Official	
Signature	Date	Signature	Date

Statement of Work

The Enterprise Services Center (ESC) working with the U.S. Consumer Product Safety Commission (CPSC) has developed the statement of work below relating to accounts receivable and accounts payable transaction processing and full audit support functions.

- ESC will provide full Accounts Receivable and Accounts Payable transaction processing for CPSC.
- ESC will provide full audit support for CPSC.

Attached is the FY11 Office of Financial Services Service Level Agreement which details the financial service levels to be provided by ESC to CPSC, defines the scope of services, and identifies the service measurements that are applied to the activities in order to monitor timeliness and quality of services provided.

The period of performance for this modification is May 1, 2011 through September 30, 2011.



ENTERPRISE SERVICES CENTER
FY 2011 PERFORMANCE AGREEMENT
Office of Financial Services

Appendix A

APPROVALS:

By:

Title:

Date:

OA Chief Financial Officer
Director



For Steve Aube

Office of Financial Services
Program Director

04/21/11

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EXECUTIVE SUMMARY

Introduction

The purpose of this document is to detail the financial service levels to be provided by the Enterprise Services Center, to define the scope of services, and to identify the service measurements that are applied to the activities in order to monitor timeliness and quality of services provided.

The objectives of the Enterprise Services Center are to:

1. Produce improved financial information and accounting services.
2. Realize cost savings across accounting operations.
3. Implement standardized accounting practices through process improvements.

The Enterprise Services Centers philosophy is that teamwork, adaptability, responsiveness, and quality are fundamental to a successful business relationship.

Scope of Activities

All the accounting activities listed in this document are standard accounting functions.

The 10 standard accounting functions are:

1. Commercial Payments
2. Travel
3. Grants
4. Accounts Receivable
5. Property Accounting
6. Reimbursables
7. General Accounting
8. Reports Analysis and Generation
9. Other Accounting
10. Functional Systems Support

Effective Date

This Performance Agreement is effective May 1, 2011 through September 30, 2011 and replaces all other financial service agreements in place. Changes to the agreement must be mutually negotiated between the parties.

Performance Metrics

In order to monitor and evaluate the timeliness and quality of services provided by the Enterprise Services Center, performance metrics are listed for each accounting function. These metrics follow general accounting activity standards and studies from industry best practices. The Enterprise Services Center's ability to achieve these metric goals is dependant in part on other offices. The Director of the Office of Financial Services shall report performance metric results to the customer CFO or designee, on a monthly basis not later than the 22nd calendar day of the month following the monthly period being reported.

The Monthly Performance Report metric will include an explanation of cause of substandard performance, including origin of problem, and recommended corrective action planned. When appropriate, the customer CFO or designee and the Enterprise Services Center will jointly review causes of sub-standard performance.

The term "business day" used in the metrics refers to normal business days (i.e. Monday to Friday). The term "calendar day" used in the metrics refers to Monday to Sunday. Financial management personnel have determined the percentages used in the metrics. These percentages suggest the target level of effort deemed appropriate for a particular activity. Any activity effort that does not reach a performance metric target level must be evaluated and corrected within thirty days.

STANDARD ACCOUNTING FUNCTIONS

1. COMMERCIAL & ADMINISTRATIVE PAYMENTS

Function Description:

The scope of the Commercial & Administrative Payments accounting function is the process of making payments to employees, vendors and federal entities for products and services not related to Grants or Travel and to provide service and support to customers for all Accounts Payable related activities.

Activities:

1. **Credit Card Payment Processing (CCPMT)**
 - a. Make Daily Bank Card Payment(s) (BCPYMT)
 - b. Process Bank Card Interface (BCIFACE)
 - c. Manual Processing of Bank Statements (CCMANUAL)
2. **Payments (PYMTS)**
 - a. Process Inter/Intra Governmental Payments (GOVPYMT)
 - b. Process Commercial Vendor Payments. (COMMVEND)
 - c. Process Miscellaneous Payments (MISCPYMT)
 - d. Process all payables interfaces (PAYFACE)
3. **Payroll Processing (PYRL)**
 - a. Import Payroll Interface file (PYRLFACE)
 - b. Process manual payroll corrections (PAYMANUL)

Performance Metrics:

1. **Invoices Paid Timeliness** – In accordance with the Prompt Pay Act and OMB requirements, 98% of commercial payments (non-credit card) are paid by Treasury within 30 calendar days of receipt by the accounting office. "Days of receipt" refers to either the system date stamp OR the date stamp indicated on the document when it arrived at the accounting office, whichever is later.*
2. **EFT Usage** – 96% of all vendor payments are paid via EFT.*
3. **Interest Paid** – Interest penalties paid are less than or equal to .02% of total invoices paid. Payments for these penalties are subject to the terms described in the *Prompt Payment Act*.*

* OMB Performance Metric

2. TRAVEL

Function Description:

The scope of the Travel accounting function is the process of paying money to travelers for their travel arrangements and accommodations for business-related events that were paid on credit and to provide customer service and support for the GovTrip system 6am – 7pm, Monday - Friday.

Activities:

1. **E- Travel (ETRVL)**
 - a. Provide Help Desk Support (*HD*)
 - b. Process Interface Files (*ETRVFACE*)
 - c. Process Manual Corrections (*EMANUAL*)
 - d. Post audit vouchers. (*EPOST*)
2. **Permanent Change of Station (PCS)**
 - a. Process PCS Orders and Vouchers (*PCSPYMT*)
 - b. Process RITA Vouchers (*RITA*)
 - c. Audit Vouchers (*PCSAUD*)
 - d. Prepare PCS Travel Authorizations (Orders). (*ORDER*)
 - e. Provide Counseling and Moving services (*CONSULT*)
3. **Travel Credit Card (TRVCC)**
 - a. Provide Delinquency Reports (*DRPT*)
 - b. Provide Credit Card Service to Travelers (*TRVCARD*)
4. **Travel Processing (TDY)**
 - a. Process Manual TDY Obligations and Vouchers. (*TDYPYMT*)
5. **Centrally Billed Account Processing (CBA)**
 - a. Process Request for Use CBA (*REQUEST*)
 - b. Reconcile Monthly Statements (*CBARCON*)
 - c. Process manual CBA Payments (*CBMANUAL*)

Performance Metrics:

1. **Travel EFT Usage** – 95% of payments to travelers are sent via EFT.

3. GRANTS

Function Description:

The scope of the Grants accounting function is the process of allocating funds for a specific project and making payments to grantees within the agency's guidelines.

Activities:

1. **Grant Payments (GRNTPAY)**
 - a. Process Manual Grant Obligations and Payments (GRNTMAN)
 - b. Process Automated Grant Obligations and Payments. (GRNTAUTO)

Performance Metrics:

1. **Grants Interface Processing Timeliness** – 95% of transaction data is validated and entered into DELPHI within 7 calendar business days of the Grant system transaction's date.

4. ACCOUNTS RECEIVABLE

Function Description:

The scope of the Accounts Receivable (A/R) accounting function is the receipt of money that is owed to the OA by customers or business parties for products and services provided.

Activities:

Public Activity:

1. **Accounts Receivable (AR)**
 - a. Process Accounts Receivable Transactions. (AR-MISC)
 - b. Prepare Treasury Report on Receivables (AR-TROR)
2. **Collections (COLL)**
 - a. Process Collections (SF 215s). (CL)

Performance Metrics:

1. **Sent to Treasury Timeliness** – 95% of all overdue accounts (i.e. accounts that are late in payment of 180 calendar days or more) are sent to Treasury within 30 calendar days of the delinquent date.
2. **A/R over 180 Days** – Delinquent accounts receivable from the public over 180 calendar days and eligible to be referred to Treasury are less than or equal to 10% of the total public accounts receivable balance.

5. PROPERTY ACCOUNTING

Function Description:

The scope of the Property Accounting function is the process of properly recording, monitoring, and reviewing all inventory and property.

Activities:

1. Property (PROP)

- a. Process Fixed Assets transactions w/receipt of complete capitalization package.
(FA-PKG)

6. REIMBURSABLES

Function Description:

The scope of the Reimbursables accounting function is the processing of Reimbursable Agreements (RA) for the customer.

Activities:

1. **Projects Accounting (PA)**
 - a. Process Seller Reimbursable Agreements. (*REIMB*)
 - b. Process Manual RAs and Billings (*RA*)

Performance Metrics:

1. ***Federal Accounts Receivable Aging*** – Open Federal Accounts receivables should not exceed 90 days in age.

7. GENERAL ACCOUNTING

Function Description:

The scope of the General Accounting function is the process of validating financial documents and performing accounting activities that do not fall within the scope of other accounting functions previously discussed in this document.

Activities:

1. Cash Operations (CASH)

- a. Perform 224 Reconciliation (224)
- b. Research and Clear Statement of Difference (non-ESC created) (RSEARCH)
- c. Perform Treasury Confirmations. (TREAS)

2. Reconciliation (RECON)

- a. Perform Monthend Close Processes and Procedures (MTEND)
- b. Perform reconciliation of subsidiary ledgers to the General Ledger (RCON)

Performance Metrics:

1. **Amount in Suspense Greater than 60 Days** – Amount in suspense accounts will be less than 60 calendar days reported in Net dollars.
2. **224 Cash Reconciliation** – 100% of the DELPHI cash activity on the *SF-224 Statement of Transactions* is reconciled with the *FMS Goals System* and provided to the customer points of contact for correction within 15 calendar days of the *FMS Goals System* report date.
3. **224 Cash Reconciliation Correction** – Identified differences are corrected at the subsidiary transaction level within 45 days of notification
4. **Fund Balance with Treasury** – Sustain less than a 2% fund balance net difference between customer and Treasury financial reports.
5. **Month End Processing Timeliness** – Ensure completion of month end close activities within established timeframes 100% of the time.

* OMB Performance Metric

8. REPORTS ANALYSIS AND GENERATION

Function Description:

The scope of the Reports Analysis accounting function is the process of providing reports in response to unique request of management.

Activities:

1. **Financial Reporting (FINRP)**
 - a. Prepare and Submit Financial Statements and related notes and checklist (FINRPT)

Performance Metrics:

1. **Financial Statements Timeliness** – Submit Financial Statements 100% on time with approved schedules.
2. **Reconciliation Reports Timeliness** – Provide detailed reconciliation reports within 20 calendar days following audit month to customer points of contact.
3. **Treasury Report Timeliness** – Submit Treasury reports 100% of the time within established timeframes.

9. OTHER ACCOUNTING

Function Description:

The scope of the Other Accounting function is the process of performing accounting activities that do not fall within the first eight accounting function categories listed in this document.

Activities:

1. **Payments Sweeping (PYMTSWP)**
 - a. Sweep Payments to Treasury (*SWP*)
 - b. Provide Payment Certification (*CERT*)
2. **Supplier Setup (SUPPLIER)**
 - a. Set up Suppliers (*SET-UP*)
3. **Scanning Services (SCANNING)**
 - a. Perform Scanning Services (*SCAN*)
4. **Control Setups (CNTRLSUP)**
 - a. Perform all setups (with the exception of Fin. Stmt) (*CTR-STUP*)
 - b. Perform setup/maintenance of Financial Statements (*FS-STUP*)

Internal Control:

1. Ensure accurate status is maintained for all advanced balances for each customer.
2. Ensure all cash transactions for the OA are supported by adequate audit trails and are maintained in compliance with General Accounting Office (GAO), Department of Treasury, Office of Management and Budget (OMB) regulations, and ESC policies and procedures.
3. Ensure control setups are supported by documented requests and requirements and are consistent with GAO, Treasury, OMB, and ESC policies and procedures.

Performance Metrics:

1. **Supplier Input Timeliness** – 100% of supplier records shall be updated within 2 business days of receipt from customer. "Days of receipt" refers to the KINTANA system date stamp. If supplier information is received by 2:00 p.m. EST, the table is updated by Close of Business (COB) the next day. If supplier information is received after 2:00 p.m. EST, the table is updated by COB two business days out.
2. **Improper Payments Control** – Ensure the rate of improper payments does not exceed .05%.
3. **Financial Statements System Support** – Ensure the Financial Statements are produced in the system in accordance with OMB Circular A-136 and Treasury requirements, and are produced in the system in compliance with established timeframes 100% of the time.

10. FUNCTIONAL SYSTEMS SUPPORT

Function Description:

The scope of the Functional Systems Support function is the process of supporting the technical and operational communities in ensuring adequate systems performance.

Activities:

1. **Delphi Customer Services (CUSTSRVS)**
 - a. Production System Support (*PRODSUPT*)
 - b. Delphi Help Desk for Recurring Projects (*HELPDESK*)
 - c. Systems Audit Support (*DLPAUDIT*)
 - d. Production System User Documentation (*PRODDOC*)
 - e. Delphi User Documentation (*USRDOC*)
 - f. Business Process Support (*PRCSSUPT*)
2. **Delphi Operational Support (OPSUPT)**
 - a. Systems Development Support (*SYSDEVSP*)
 - b. Delphi Operational Support (*OP*)
 - c. Federal Reports Project (*OMBTREAS*)
 - d. Functional Testing/Support (*TECHSUPP*)
 - e. Release Migration Support (*RELSUPP*)
3. **Procurement Operational Support (PROPSUPT)**
 - a. Procurement Systems Development Support (*PRSYSDEV*)
4. **Procurement Functional Systems Support (PRSYSSUP)**
 - a. Procurement Production System Support (*PRPROD*)
 - b. Procurement Process Support (*PRSMSUPT*)
 - c. Procurement User Documentation (*PRDOC*)
5. **Year End Processing (ENDPROC)**
 - a. Delphi Year End (*YEAREND*)
 - b. Perform execution of Year end closing process (*CLOSE*)
6. **1099 Processing (1099)**
 - a. Produce the 1099, mail to vendors and transmit to IRS (*1099PROC*)

Performance Metrics:

1. **Systems Help Desk Ticket Timeliness** – Resolve issue or respond to user with estimated completion date within 5 business days 95% of the time.
2. **Year End Processing** – Ensure the SGL accounts are closed and carried forward to the new year in accordance with Treasury requirements and the processing completed with established timeframes 100% of time.
3. **1099 Processing Timeliness** – Ensure 1099 reports are produced in the system in accordance with Internal Revenue Service requirements, and are produced, transmitted and mailed to the vendors and customers within established legal timeframes 100% of the time.

4. **Customer Service Satisfaction** - achieve 90% favorable response on the customer satisfaction survey after Tier 2 Help Desk ticket is closed.

CONTACTS

Steve Aube

Program Director, Office of Financial Services

DOT/FAA/MMAC/AMZ-1

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