

Office Secretary

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

1. REQUISITION NUMBER
REQ-2200-11-0005

PAGE OF
6

2. CONTRACT NO.
CPSC-D-09-0001

3. AWARD/
EFFECTIVE DATE
04/11/2011

4. ORDER NUMBER
0011

5. SOLICITATION NUMBER

8. SOLICITATION
ISSUE DATE

7. FOR SOLICITATION
INFORMATION CALL:

a. NAME
Rudi Johnson

b. TELEPHONE NUMBER
(No collect calls)
301-504-7028

8. OFFER DUE DATE/LOCAL TIME
ET

9. ISSUED BY
CODE FMPS
CONSUMER PRODUCT SAFETY COMMISSION
DIV OF PROCUREMENT SERVICES
4330 EAST WEST HWY
ROOM 517
BETHESDA MD 20814

10. THIS ACQUISITION IS
 UNRESTRICTED OR SET ASIDE: % FOR:
 SMALL BUSINESS EMERGING SMALL BUSINESS
NAICS: 512220 HUBZONE SMALL BUSINESS SOLE SOURCE
SIZE STANDARD: SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS 8(A)
750

11. DELIVERY FOR FOB DESTINA-
TION UNLESS BLOCK IS
MARKED
 SEE SCHEDULE

12. DISCOUNT TERMS
Net 30

13a. THIS CONTRACT IS A
RATED ORDER UNDER
DPAS (15 CFR 700)

13b. RATING
14. METHOD OF SOLICITATION
 RFP IFB RFP

15. DELIVER TO
CODE EXPA
CONSUMER PRODUCT SAFETY COMMISSION
OFFICE OF INFO & PUBLIC AFFAIRS
4330 EASTWEST HIGHWAY
ROOM 519
BETHESDA MD 20814

16. ADMINISTERED BY
CODE FMPS
CONSUMER PRODUCT SAFETY COMMISSION
DIV OF PROCUREMENT SERVICES
4330 EAST WEST HWY
ROOM 517
BETHESDA MD 20814

17a. CONTRACTOR/
OFFEROR
CODE [REDACTED] FACILITY
CODE
CACI INC FEDERAL
14370 NEWBROOK DRIVE
CHANTILLY VA 20151
TELEPHONE NO.

18a. PAYMENT WILL BE MADE BY
CODE FMFS
CONSUMER PRODUCT SAFETY COMMISSION
DIVISION OF FINANCIAL SERVICES
4330 EAST WEST HWY, ROOM 522
BETHESDA MD 20814

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] TASK ORDER 0011 TO DELIVERY ORDER CONTRACT NUMBER CPSC-D-09-0001 IS HEREBY ISSUED TO PROVIDE VIDEO PRODUCTION SERVICES TO INCLUDE PRODUCING, MARKETING, DISTRIBUTION OF VIDEO NEW RELEASES IN ACCORDANCE WITH THE CONTRACT PERFORMANCE WORK STATEMENT AND THE GSA SCHEDULE (GS-23F-01361) CONTRACTOR SHALL PROVIDE ALL LABOR, MATERIALS, EQUIPMENT AND FACILITIES NECESSARY TO DEVELOP VIDEO NEWS RELEASE (VNR) DEMONSTRATING HOW TO (Use Reverse and/or Attach Additional Sheets as Necessary)				

25. ACCOUNTING AND APPROPRIATION DATA
0100A11DPS-2011-4469900000-EXFM002200 252HO

26. TOTAL AWARD AMOUNT (For Govt. Use Only)
\$39,834.00

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 HEREIN.

29. AWARD OF CONTRACT REF. _____ 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)
Kim Miles

30b. NAME AND TITLE OF SIGNER (Type or print)

30c. DATE SIGNED

31b. NAME OF CONTRACTING OFFICER (Type or print)
Kim Miles

31c. DATE SIGNED
10 May 11

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
0001	<p>UTILIZE THE "SAFERPRODUCTS.GOV" WEBSITE FOR A PERIOD OF ONE (1) YEAR BEGINNING APRIL 11, 2011 THROUGH APRIL 10, 2012.</p> <p>THE PRODUCTION OF TWO (2) VIDEOS NEWS RELEASES ON HOW TO UTILIZED THE PUBLIC INFORMATION DATABASE ENTITLED "SAFERPRODUCTS.GOV WEBSITE"</p> <p>The total amount of award: \$39,834.00. The obligation for this award is shown in box 26.</p>	2	EA	19,917.00	39,834.00

32a. QUANTITY IN COLUMN 21 HAS BEEN RECEIVED INSPECTED NOTED: _____ ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS

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 COMPLETE PARTIAL FINAL _____ 37. CHECK NUMBER _____
 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 REC'D (YY/MM/DD) _____ 42d. TOTAL CONTAINERS _____

STATEMENT OF WORK
CPSC-D-09-0001/Task Order 0011

1. Description of Services:

The contractor shall provide Video Production Services to the Consumer Product Safety Commission, Office of Information and Public Affairs to develop video news release (VNR) demonstrating how to operate the new website entitled SaferProducts.gov.

2. Services and Prices:

The contractor shall provide pricing in accordance with block 20, Schedule of Supplies/Services for CLINS 0003.

3. Background:

The U.S. Consumer Product Safety Commission (CPSC) is a small, independent regulatory agency with the mission of protecting consumers from injury and death relating to 15,000 different types of products under its jurisdiction. Though a small agency, CPSC often makes important news vital to keeping consumers safe.

4. Objective:

a) The contractor shall provide all labor, materials, equipment, and facilities necessary to develop a video news release (VNR) on how to utilize the "SaferProducts.com" website as requested by CPSC Office of Information and Public Affairs. VNR will walk the consumer through the process of reporting information about consumer products and demonstrate the ease of use by demonstrations.

b) The Government will use this VNR to demonstrate how the newly established Safer Products website was designed to ensure the safety of the public and the community regarding items such as toys, cribs, power tools, cigarette lighters, and household chemicals. This VNR will be produced to direct the consumer on how to search for incidents with specific products that they may have in their homes or products that the consumer maybe thinking about buying. It will explain how CPSC is using this website to collect reports from consumers like them about safety issues with all sorts of consumer products. This website will be implemented to promote its safety message, which may include product recall announcements and education campaigns on safety issues, such as poison prevention, drowning prevention and fireworks safety.

5. Performance Work Statement:

a) The contractor shall develop a video that demonstrates the highlights of the website and the ease of use to the consumer.

b) The contractor shall produce, market, evaluate and distribute a video (with sound bites and cover video) about the Consumer Product Safety issue. The contractor shall perform the following:

1) The contractor shall develop a shooting plan for the VNR, which could include shooting footage of the Consumer Product Safety website, "SaferProducts.gov".

2) Shooting shall include up to a day and a half of videotaping. Shooting requires the participation of an on-site producer, a camera crew that provides professional lighting, sound quality, and the use of a teleprompter for up to half a day. Some videos require that the taping and editing of a special event into a pre-taped package and broadcast occur over one (1) working day.

3) The contractor shall edit (using AVID/digital editing) the sound bites and cover video into a video of about 6 to 10 minutes in length. The contractor shall develop and write slates (which will be cleared by CPSC) to explain the news story. Total editing time is estimated to require up to eight (8) hours.

4) The contractor shall provide the ability to preview the videos using streaming video online to speed approval of updates and changes to the project. The contractor shall be prepared to make any last-minute edits (if necessary).

6. Government Furnished Property:

a) The government shall furnish to the contractor for use in connection with this contract the materials/equipment set forth below:

b) CPSC Project Officer will provide the contractor with written material and or samples as required for the project video.

c) All materials provided hereunder are for exclusive use in performance of this contract. Any such material not expended in performance of this contract shall be returned to CPSC upon completion of the contract.

d) All other materials/equipment required in the performance of this contract, shall be furnished by the contractor.

7. Deliverables or Performance:

a) All materials to be delivered shall be packed and packaged in accordance with the contractor's best commercial practice in order to guarantee delivery undamaged to final destination. In addition to normal markings, the contract number shall be cited on the outside package.

b) Deliveries shall be mailed to the following address:

U.S. Consumer Product Safety Commission
Office of Information and Public Affairs, Room 521A
4330 East West Highway
Bethesda, Maryland 20814
Attention: Patricia Davis-Mitchell, CPSC Project Officer

c) All materials submitted for approval will be reviewed by the Commission staff within three (3) working days after date of receipt of specific deliverables, or sooner depending on time constraints.

d) Acceptance/revisions will be transmitted to the Contractor by the CPSC Project Officer, in writing within three (3) working days after review of products/services. The contractor shall be prepared to make any last-minute edits (if necessary) up until the broadcast of the initial satellite feed.

e) Final acceptance/rejection will be based on conformance with paragraph 6, Performance Work Statement, and with professional standards which include:

- 1) Working within deadlines and
- 2) Making changes immediately.

f) Upon submission of any contract deliverable, including reports specified in paragraph 7, Reporting Requirements, the contractor shall submit to the Contracting Officer a copy of the dated cover letter transmitting such deliverable.

8. LC5B Project Officer Designation

a) The following individual has been designated at the Government's Project Officer for this contract:

Name: Ms. Patty Davis-Mitchell
Division: Office of Information and Public Affairs
Room 521A
Telephone: 301-504-7601
Email: pdavis@cpsc.gov

b) The CPSC Project Officer 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 Project Officer 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.