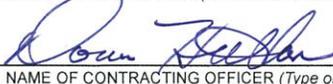


SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30</i>				1. REQUISITION NUMBER REQ-2700-14-0017		PAGE OF 1 2	
2. CONTRACT NO. CPSC-D-12-0004		3. AWARD/ EFFECTIVE DATE 09/16/2014		4. ORDER NUMBER 0010		5. SOLICITATION NUMBER	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME Kim Miles		b. TELEPHONE NUMBER 301-504-7018 <i>(No collect calls)</i>		8. OFFER DUE DATE/LOCAL TIME	
9. ISSUED BY CONSUMER PRODUCT SAFETY COMMISSION DIV OF PROCUREMENT SERVICES 4330 EAST WEST HWY ROOM 523 BETHESDA MD 20814				10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: % FOR: <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> SMAI BUSINESS PROGRAM <input type="checkbox"/> EDWOSB <input type="checkbox"/> 8(A) NAICS: SIZE STANDARD:			
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 OFFC OF FINAN MGMT, PLANNING & EVAL 4330 EASTWEST HIGHWAY ROOM 520 BETHESDA MD 20814				16. ADMINISTERED BY CONSUMER PRODUCT SAFETY COMMISSION DIV OF PROCUREMENT SERVICES 4330 EAST WEST HWY ROOM 523 BETHESDA MD 20814			
17a. CONTRACTOR/OFFEROR MORGANFRANKLIN CORPORATION 1753 PINNACLE DRIVE SUITE 1200 MCLEAN VA 22102-3853				18a. PAYMENT WILL BE MADE BY CPSC Accounts Payable Branch AMZ 160 P. O. Box 25710 Oklahoma City OK 73125			
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 <input type="checkbox"/> SEE ADDENDUM			
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES			21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	DUNS Number: [REDACTED] COR: Barbara Denny Tele: 301-504-7246 Bdenny@cpsc.gov The contractor shall provide all necessary personnel, materials and facilities required to perform the attached financial, accounting and audit related services for the Consumer Product Safety Commission. Services shall be in accordance with the attached performance work <i>(Use Reverse and/or Attach Additional Sheets as Necessary)</i>						
25. ACCOUNTING AND APPROPRIATION DATA 0100A14DSE-2014-544600000-EXFM002700-251A0						26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$54,534.00	
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.				29. AWARD OF CONTRACT: _____ 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) 			
30b. NAME AND TITLE OF SIGNER (Type or print)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (Type or print) Donna Hutton		31c. DATE SIGNED 9/18/2014	

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
0001	<p>statement, the attached proposal dated September 17, 2014, the basic contract and GSA Schedule GS-00F-0033L.</p> <p>Period of Performance: 09/22/2014 to 01/31/2015</p> <p>The contractor shall develop processes and procedures to strengthen and streamline CPSC's fleet vehicle program to effectively meet the OMB and GSA requirements and to ensure that the fleet program is operationally effective.</p> <p>The total amount of award: \$54,534.00. The obligation for this award is shown in box 26.</p>	1	LO	54,534.00	54,534.00

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 <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	37. CHECK NUMBER
--	--------------------	---------------------------------	--	------------------

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 (<i>Print</i>)
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	41c. DATE
42b. RECEIVED AT (<i>Location</i>)	
42c. DATE REC'D (<i>YY/MM/DD</i>)	42d. TOTAL CONTAINERS

Performance Work Statement

1. Independently, and not as an agent of the Government, the Contractor shall furnish all necessary personnel, materials, services, and contractor facilities (when the contractor is not working on site at CPSC) to perform the work set forth below except as provided in Section 9 “Government Furnished Materials.”

2. The contractor shall develop processes and procedures to strengthen and streamline CPSC’s fleet vehicle program to effectively meet the OMB and GSA requirements and to ensure that the fleet program is operationally effective. Opportunities for improvements and recommendations outlined in CPSC-D-12-0004-Task Order 0008 dated June 2, 2014 shall be implemented, including documenting the complete lifecycle of the lease and the compliance requirements and the establishment of an organizational strategy for mission-oriented acquisition and management of fleet. The task will include creation and implementation of a robust fleet vehicle program managed by EXFS. A directive that addresses all aspects of the program; a listing of accountability and responsibilities; policies and procedures for an effective program and a handbook/manual for reference are to be developed. The following elements are to be included:
 - A. The contractor shall develop and assist with implementing the management structure of the fleet vehicles program to show that EXFS is responsible for oversight and monitoring of the regulations pertaining to the use of leased motor vehicles. Document the duties and responsibilities of an Agency Fleet Manager, who will be responsible for establishing policies and procedures, monitoring the effectiveness of the policies, collecting and analyzing fleet data and looking for opportunities to improve the fleet management program. Summarize the duties and responsibilities of the Headquarters Administrator (HQA) and Field Office Administrator (FOA), who will be responsible for managing the program operations in the field, ensuring that the vehicle inventory is optimal, in size and type, to meet mission requirements. Provide detail on the duties of supervisors and employees as it pertains to their responsibilities for ensuring appropriate use and care of the vehicles. Develop a directive that addresses all aspects of the program. Develop policies and procedures for management of the fleet vehicle program. Create a handbook or manual that can be easily referenced by all CPSC staff who are involved in the fleet vehicle processes.
 - B. The contractor shall ensure that internal controls over the fleet management operations are embedded in existing process documentation to ensure that they are adequate, are exercised in the operation and are in compliance with regulatory requirements. The documented internal controls must define who performs the controls, when they are performed, how performed, and what steps are to be taken if the controls fail. Also the control activities will be included in relevant process documentation and SOPs to ensure that they are imbedded in daily activities and performed seamlessly as part of day-to-day operation.

- C. The contractor shall provide recommendations to management in the form of an amendment to the Property Management directive (0860.2) to include Roles and Responsibilities, Acquisition, renewal and termination, utilization and reporting sections for the fleet vehicle program.
 - D. The contractor shall evaluate existing procedures and develop new procedures to monitor fuel usage, repair expenses, use of alternate fuel, etc. by utilizing Fuel Usage and Mileage reports with adequate detail as to who will perform the controls, when they will be performed, how the analysis will be done, and what signs to look for to determine any abnormalities. The review and analysis of deviation must be documented adequately to enable a third-party reviewer to retrace or re-perform the results.
 - E. The contractor shall evaluate existing procedures and develop new procedures to analyze vehicle utilization data. These procedures should provide appropriate guidance to enable EXFS to work with the field offices to determine a leasing option that optimizes the use of limited resources.
3. The deliverables will be in the form of documents addressing each element identified above and addressed to the Director, Office of Facilities Services (EXFS). The policies, procedures and other relevant documentation should be written so that it is easily understood by internal and external audiences (e.g. OMB, GAO, etc) with appropriate citation of supporting evidence.
4. All documentation shall be submitted by the Contractor to the Contracting Officer's Representative (COR) and the Director of Facilities Services for acceptance and approval. Once accepted by the COR and the Director, EXFS, the documents will be finalized to include any requested additions/deletions proposed by the COR and the Director, EXFS at no additional charge.
- A. As the contractor completes the requirements, it shall identify and bring to the COR's immediate attention any critical gaps in policy, procedure or controls that would be counter to meeting the statutory authority for the CPSC fleet vehicle program.

5. Delivery or Performance:

- a) All deliverables shall be provided to the COR via email (BDenny@cpsc.gov) and a hard copy per the requirements defined in paragraph 5, below, "reporting requirements."
- b) Deliverables defined in this performance work statement shall be delivered in accordance with the performance work schedule listed below unless otherwise approved by the COR.

The COR will review deliverables for acceptance and provide the contractor with written notification identifying whether the deliverable is acceptable or require revision within 5 days of receipt of the deliverable. If revisions are required, the COR will provide specific information on needed revisions within seven days of receipt of the deliverable. Revisions will be performed by the contractor at no additional cost. If necessary, this cycle will be repeated until final acceptability is achieved. The documents will be finalized to include any requested additions/deletions proposed by the COR.

Deliverables defined in the statement of work shall be delivered in accordance with the following schedule:

PERFORMANCE WORK SCHEDULE

Deliverable	Description	Due Date	Recipient
<p>Deliverable 1 – The contractor shall develop and assist with implementation of the management structure of the fleet vehicles program, to include document(s) showing the duties and responsibilities of an Agency Fleet Manager, a document summarizing the duties and responsibilities of the Headquarters Administrator (HQA) and Field Office Administrator (FOA); provide detail on a document describing the duties of supervisors and employees as they pertain to their responsibilities for ensuring appropriate use and care of the vehicles. A handbook/manual showing all procedures that can be easily referenced by CPSC staff.</p>	<p>The contractor shall develop and assist with the implementation of the management structure of the fleet vehicles program to show that EXFS is responsible for oversight and monitoring of the regulations pertaining to the use of leased motor vehicles. Document the duties and responsibilities of an Agency Fleet Manager, who will be responsible for establishing policies and procedures, monitoring the effectiveness of the policies, collecting and analyzing fleet data and looking for opportunities to improve the fleet management program. Summarize the duties and responsibilities of the Headquarters Administrator (HQA) and Field Office Administrator (FOA), who will be responsible for managing the program operations in the field, ensuring that the vehicle inventory is optimal, in size and type, to meet mission requirements. Provide detail on the duties of supervisors and employees as it pertains to their responsibilities for ensuring appropriate use and care of the vehicles. A handbook or manual will then be created that can be easily referenced by all CPSC staff who are involved in the fleet vehicle process.</p>	<p>January 31, 2015</p>	<p>COR</p>
<p>Deliverable 2 –</p>	<p>The contractor shall provide</p>	<p>January 31,</p>	<p>COR</p>

Deliverable	Description	Due Date	Recipient
Document(s) detailing CPSC fleet management operations. Internal controls identified should also be embedded in existing process documentation and SOPs and new process documentation and SOPs as applicable.	documentation detailing management of the CPSC fleet management operations. Internal controls over the fleet management operations should be embedded in existing process documentation to ensure that they are adequate, are exercised in the operation and are in compliance with regulatory requirements. The documented internal controls must define who performs the controls, when they are performed, how performed, and what steps are to be taken if the controls fail. Also the control activities will be included in relevant process documentation and SOPs to ensure that they are imbedded in daily activities and performed seamlessly as part of day-to-day operation.	2015	
Deliverable 3 – Provide recommendations to management to amend the Directive (0860.2) to include specifics regarding the fleet vehicle program	The contractor shall provide recommendations to management in the form of an amendment to directive (0860.2) to include Roles and Responsibilities, Acquisition, renewal and termination, utilization and reporting sections for the fleet vehicle program.	January 31, 2015	COR
Deliverable 4 – Document(s) listing procedures for fuel usage, repairs and recording of expenses and specifics regarding internal controls.	The contractor shall develop procedures to monitor fuel usage, repair expenses, use of alternate fuel, etc. by utilizing Fuel Usage and Mileage reports with adequate detail as to who will perform the controls, when they will be performed, how the analysis will be done, and what signs to look for to determine any abnormalities. The review and analysis of deviation must	January 31, 2015	COR

Deliverable	Description	Due Date	Recipient
	be documented adequately to enable a third-party reviewer to retrace or re-perform the results.		
Deliverable 5 – Document listing procedures to analyze vehicle utilization data.	The contractor shall develop procedures to analyze vehicle utilization data. These procedures should provide appropriate guidance to enable EXFS to work with the field offices to determine a leasing option that optimizes the use of limited resources	January 31, 2015	COR
Weekly Reports	Contractor to immediately bring to the attention of the COR and Director, EXFS any critical gaps in policy, procedure or controls that would be counter to meeting the statutory authority for internet and telephone reimbursement. Weekly Summary Report on: <ul style="list-style-type: none"> a. Status of project and new developments b. Problems and proposed solutions c. opportunities to improve or streamline processes 	Weekly until completion.	COR

6. Reporting Requirements.

The Contractor shall verbally communicate progress daily to the COR and submit the following written reports to the COR:

- a. Weekly Status Reports
 1. Format – the status report shall be e-mailed to the COR
 2. Content – the report must contain the following:
 - (a) Status of project and new developments
 - (b) Problems and proposed solutions
 - (c) Opportunities to improve or streamline processes

A report for deliverables #1 through #5 will include the documented policies, procedures, directives and internal controls for the fleet vehicles program that will be implemented by CPSC. The final product shall be provided in both hard copy and electronic format readable by MS Office software suite (Excel, Word, and/or PowerPoint) and provided to the COR.

- a. One hard copy of all performance deliverables defined in the statement of work

7. Performance Assessment Plan

Successful performance will be measured by the three performance objectives and thresholds indicated in paragraph 7 of the basic contract and shall include the additional objective listed below:

a. Performance Objective

Prepare a researched report analyzing the control environment relative to the statutory requirements. The analysis shall comply with all applicable OMB Circulars, laws and regulations.

b. Performance Threshold

These criteria shall be met 100% of the time. The threshold is either passed or failed.

8. Performance Period

The performance period for this task order shall begin on the effective date (block 31c of task order) and continue through January 31, 2015.

9. Government-Furnished Materials

The government will provide:

- a. Access to existing CPSC procedures and audit results,
- b. Read access to relevant financial systems,
- c. Access to CPSC staff through request of COR, and
- d. On Site facilities – workstation, phone and internet access.

Consumer Product Safety Commission

Financial, Accounting, and Audit-Related Services

Task Order 0010 – Implementation Support- Fleet Vehicle Program

August 27, 2014. (Revised Paragraph 6 on September 17, 2014)

RFP# CPSC-12-0004

Submitted to:
Mrs. Kim Miles
Division of Procurement Services
Consumer Product Safety Commission
4480 East West Highway
Beltsville, Maryland 20814
301-504-7018

Submitted by:
MorganFranklin Consulting
1758 Pinnacle Drive, Suite 1200
Meadow, VA 22102
703-664-7625

MORGANFRANKLIN
CONSULTING

ACCOUNTING & TRANSACTION SERVICES
STRATEGY, FINANCE & OPERATIONS
RISK & COMPLIANCE
INFORMATION MANAGEMENT & TECHNOLOGY

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1. Scope of Work

The performance requirements detailed in this section represent our understanding of the Scope of Services in support of the Performance Work Statement (PWS) for Task Order 0010 of Contract Award CPSC-D-12-0004.

CPSC has required the contractor to assist with the implementation of MorganFranklin's recommendations outlined in CPSC-D-12-0004-Task Order 0008 dated June 2, 2014, including documenting the complete lifecycle of the lease and the compliance requirements and the establishment of an organizational strategy for mission-oriented acquisition and management of fleet.

2. Project Management

Ms. Raji Sarma will continue to serve as Program Manager (PM). In this role, her responsibilities include, but are not limited to, the following:

- Serving as the coordinating point-of-contact between MorganFranklin and CPSC.
- Providing Task Order technical and management direction:
 - Review of deliverables.
 - General support and coordination to/with the Contracting Officer Representative (COR) and Government staff (as needed and authorized by the COR).

3. Approach

MorganFranklin will perform the following steps in assisting the CPSC to implement a robust fleet vehicle program:

- Follow appropriate GSA guidelines
- Work with the Director of EXFS (and a committee of selected EXFS personnel, if needed) to develop policies, processes and procedures
- Develop policies, procedures and handbook to operationalize the processes
- Develop and deliver limited training, as needed.

We will use the information collected during the execution of task order 8, as appropriate.

4. Labor Utilization and Cost Estimate

We have assessed the scope and technical requirements for the referenced task. The level of effort proposed below is our best estimate to provide quality deliverable. The tables below show our estimated labor hours for supporting the deliverable requested under this task order and extended pricing using our GSA discounted rates, which reflect significant discounts from our FABS rates. MorganFranklin will use the personnel with relevant skills and experience that closely match the requirements of the task. The actual labor category of the personnel on the task may, therefore, vary from the one proposed.

Deliverable / Labor Category	Program Manager / Project Lead	Senior Associate II	Total Hours
Deliverable 1 Assist with implementation of the management structure of the fleet vehicles program	40	40	80
Deliverable 2 CPSC fleet management process documentation and applicable SOPs	40	80	120
Deliverable 3 Recommendations to management to amend the Directive (0860.2) to include specifics regarding the fleet vehicle program	32	40	72
Deliverable 4 Procedures for monitoring fuel usage, repairs and recording of expenses	24	40	64
Deliverable 5 Procedures to analyze vehicle utilization data	24	40	64
Weekly Progress, Issues & Status Reports	16	20	36
Total Planned Hours	176	260	436

Proposed RFQ Labor Category	Proposed Hours	GSA Full Rate	Discount	Proposed Labor Rates	Estimated Pricing
Program Manager / Project Lead	176	\$191.44	20%	\$152.33	\$26,810
Senior Consultant	260	\$134.01	20%	\$106.63	\$27,724
Firm Fixed Price					\$54,534

5. Assumptions

In order to verify that we have a shared understanding of the scope of the tasks to be undertaken and the administration of the services under contract, MorganFranklin developed and presented assumptions as a means to represent a comprehensive approach to completing the requested tasks. These assumptions were communicated in our formal response to the RFP for Contract Award CPSC- D-12-0004 and remain applicable with this submission.

6. Proposed Deliverables

MorganFranklin proposes the following invoicing schedule that is aligned with the deliverables:

Deliverable	Planned Due Date	Proposed Invoice Pricing
Deliverable 1 <ul style="list-style-type: none"> • Assist with implementation of the management structure of the fleet vehicles program: • Develop duties and responsibilities document for the Agency Fleet Manager, Headquarters Administrator (HQA), Field Office Administrator (FOA), supervisors and employees. • Develop a handbook/manual showing all procedures that can be easily referenced by CPSC staff. 	Upon Completion	\$11,500
Deliverable 2 – <ul style="list-style-type: none"> • CPSC fleet management process documentation. • Applicable SOPs (other than Deliverable 4 and 5) 	Upon Completion	\$16,000
Deliverable 3 – Recommendations to management to amend the Directive (0860.2) to include specifics regarding the fleet vehicle program.	Upon Completion	\$10,000
Deliverable 4 – Document monitoring procedures for fuel usage, repairs and recording of expenses. (Provide limited training of the monitoring activity)	Upon Completion	\$8,500
Deliverable 5 – Document procedures to analyze vehicle utilization data. (Provide limited training of the monitoring activity)	Upon Completion	\$8,534

7. Acceptance

Our proposal is in complete compliance with the terms and conditions of the requirements of this Request for Quote, with the exceptions to Deliverables as noted above. MorganFranklin's CCR, ORCA, GSA ITSS and TOS registrations are complete, current, and accurate.