CONSUMER PRODUCT SAFETY COMMISSION
DIV OF PROCUREMENT SERVICES
4330 EAST WEST HWY
ROOM 523
BETHESDA MD 20814

VISUAL INFORMATION SYSTEM INC
ATTN VINH Q NGUYEN
8901 TRIPLE RIDGE RD
FAIRFAX STATION VA 22039-3004

CONTRACTOR/OFFEROR

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SCHEDULE OF SUPPLIES/SERVICES</th>
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<tbody>
<tr>
<td></td>
<td>CONTRACTING OFFICER REPRESENTATIVE COR: JOHN CASTILIA TEL: 301-504-7234 EMAIL: <a href="mailto:JCICASTILIA@CPSC.GOV">JCICASTILIA@CPSC.GOV</a> TASK ORDER 0024 TO DELIVERY ORDER CONTRACT CPSC-D-13-0001 IS HEREBY ISSUED TO PROVIDE ALL NECESSARY PERSONNEL, MATERIALS AND SERVICES AS STATED HEREIN FOR A PERFORMANCE PERIOD OF ONE (1) YEAR EFFECTIVE 30 SEPTEMBER 2016 THROUGH 29 SEPTEMBER 2017 IN ACCORDANCE WITH ATTACHMENTS</td>
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<tr>
<td></td>
<td>CPSC Accounts Payable Branch ANZ 160 P. O. Box 25710 Oklahoma City OK 73125 TELEPHONE NO. 703 643-1628</td>
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CONTRACT NO.
CPSC-D-13-0001

AWARD/EFFECTIVE DATE
09/29/2016

ORDER NUMBER
0024

CONTRACTING OFFICER

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION IS NOT USABLE

STANDARD FORM 1448 (REV. 2/2012)
Prepared by GSA - FAR (48 CFR) 53.212
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<tr>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
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<tbody>
<tr>
<td>1</td>
<td>LO</td>
<td>139,940.40</td>
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THE CONTRACTOR SHALL PROVIDE SENIOR PROGRAMMER TO PROVIDE EXPERT ANALYTICAL SERVICES TO CPSC TO ASSESS THE VARIOUS PRODUCT IDENTIFICATION DATA STANDARDS TO IDENTIFY THEIR INTENDED PURPOSE, THE MANNER IN WHICH THEY ARE INTEGRATED INTO CPSC PROCESSES TODAY AND HOW GLOBAL PRODUCT CLASSIFICATION (GPC) CODES AND GLOBAL TRADE ITEM NUMBER (GTIN) COULD BE IMPLEMENTED TO IMPROVE PROCESSES AND CPSC MISSION CAPABILITY. THE CONTRACTOR SHALL EVALUATE THE GPC AND GTIN AS WELL AS IDENTIFY ANY OTHER EXISTING ALTERNATIVE STANDARDS TO HELP INFORM CPSC ABOUT THE MOST APPROPRIATE STANDARD FOR ADOPTION. THE CONTRACTOR WILL DEVELOP AN AS-IS AND RECOMMEND A TO-BE ARCHITECTURE FOR PRODUCT IDENTIFICATION DATA, PROCESSES AND SYSTEMS. THIS EFFORT WILL FOCUS ON THE EVALUATION OF PRODUCT IDENTIFICATION CAPABILITIES AND THE EVALUATION OF THE BENEFITS THAT CAN BE ACHIEVED THROUGH ALTERNATE OR EXPANDED USE OF PRODUCT IDENTIFICATION DATA STANDARDS. THIS IS NOT INTENDED TO INCORPORATE TO ALL CPSC DATA ELEMENTS OR REQUIRE AN IN DEPTH ANALYSIS OF CPSC SYSTEMS.

Continued...
The total amount of award: $139,940.40. The obligation for this award is shown in box 26.
Performance Work Statement
Product ID Modernization
CPSC-D-13-0001
TASK ORDER 0024

1. Background

a. The business and information processes at the Consumer Product Safety Commission (CPSC) are based on “Product Codes.” These codes provide categorization and classification of consumer products. There are several sets of similar but not the same product codes in use dependent on the agency department, department function, website function or external data requirement and exchange. Over time the definitions of product codes have also evolved, sometimes holding a different meaning today than they did 5 years ago.

b. CPSC believes there may be a significant benefit to the agency to change business, data processes and storage to the use of one singular set of product codes based on an established global standard. GS1’s Global Product Classification (GPC) codes are a global standard set for product codes and its Global Trade Item Number (GTIN) is its unique product identifier standard; because GS1 codes are globally unique, they can be shared between not just CPSC functions and systems but also across US federal and foreign agencies. They give the CPSC the ability to talk about and share data across the world with a single product language, GS1.

c. GPC and GTIN could be a useful standard for CPSC internal and external purposes. CPSC currently uses other standards for categorizing products including, but possibly not limited to the NEISS product identifier and the HTS code utilized for tariffs. Evaluation of the various product identification standards, their current uses and the systems that utilize the codes are important for understanding how the use of GPC and GTIN can best be implemented in the CPSC.

2. Objective:

The Contractor shall provide expert analytical services to CPSC to assess the various products identification data standards to identify their intended purpose, the manner in which they are integrated into CPSC processes today and how GPC and GTIN could be implemented to improve processes and CPSC mission capability. The contractor shall evaluate the GPC and GTIN as well as identify any other existing alternative standards to help inform CPSC about the most appropriate standard for adoption. The contractor will develop an as-is and recommend a to-be architecture for product identification data, processes and systems. This effort will focus on the evaluation of product identification capabilities and the evaluation of the benefits that can be achieved through alternate or expanded use of product identification data standards. This is not intended to incorporate all CPSC data elements or require an in depth analysis of CPSC systems.

3. Task Order:
This is a fixed-price, performance based task order. This is a non-personal services contact.
4. Services and Prices

The contractor shall propose the cost for services as described herein in accordance with Contract Line Item Number (CLIN) 0006 to successfully complete this task.

5. Description of Services:

a. The contractor shall identify standards and processes associated with product identification across CPSC mission areas

b. The contractor shall evaluate relative strengths and weaknesses associated with each product identification approach

c. The contractor shall identify systems using these standards and processes

d. The contractor shall evaluate the characteristics of GPC and GTIN and how it could support CPSC mission functions

e. The contractor shall identify any other potential candidate standards that CPSC could consider to improve product identification capabilities for CPSC

f. The contractor shall provide recommendations for GPC and GTIN (or alternate standard) implementation to identify areas where a new standard could improve processes either through replacement or additional incorporation into CPSC processes

g. The contractor shall develop example use cases for the use of GPC and GTIN in the CPSC and the benefits

h. The contractor shall provide a recommended sequence for implementation and cost estimates where possible for implementation.

6. Reporting Requirements/Deliverables:

The Contractor shall perform and submit the following reports and deliverables:

a. Initial Meeting: An introductory meeting will be held at CPSC Headquarters, at which the Contractor shall present a written proposed work plan and work schedule to EXFM, the program sponsor representatives and Contracting Officer Representative (COR). The COR will review the proposed plan within 3 business days and will provide written confirmation that the plan complies with the requirements of this performance work statement (PWS) or will provide an explanation of where the work plan differs from requirements. If differences are identified, the Contractor shall revise and resubmit the work plan and work schedule within 3 business days.

1. The purpose of the meeting shall be to identify requirements for the analysis based on the results from the Kickoff Meeting. The Contractor shall provide the following written documentation as deliverables:
i. Notes summarizing key discussion points from the meeting, including requirements that ended up NOT being selected by the group.

ii. A summary document identifying the proposed requirements selected by the Kickoff Meeting participants. This document shall include a brief narrative explanation of the broader operating environment (including opportunities and challenges),

2. The COR will analyze the summary document deliverable and provide any recommendations or suggestions for improvement. The Contractor shall incorporate these recommendations into the summary document.

b. Facilitate individual and cross-program discussions necessary to document and deliver all necessary elements of product identification as-is and to-be architecture including:

1. Product identification data architecture that identifies all current and future target product identification related data elements and their relationships
2. Application architecture for CPSC systems and external systems from partner agencies providing product identification information
3. Stakeholder analysis including perspectives and product identification use cases for internal and external stakeholders
4. Process maps to identify current processes utilizing process identification information and opportunities that can be accomplished through revised approaches utilizing GPC and GTIN (or alternate standard)
5. Modernization roadmap identifying logical implementation of GPC and GTIN across affected systems
6. Identification of any recommended system or infrastructure changes that may enhance capabilities
7. Estimated implementation costs
8. Risks and assumptions associated with achieving target state

c. Weekly Status Update: The contractor shall submit every 7 business days following the initial meeting, a written status report to the COR. The reports shall include, at a minimum: status of progress toward contract objectives as described in the approved plan and the identification of current or anticipated problems or constraints, with proposed solutions, as tracked against a work breakdown structure (WBS).

d. Supporting Materials: The Contractor shall submit to CPSC all supporting analysis, spreadsheets, and any supplementary materials developed by the Contractor to support estimates, recommendations, etc.

7. Schedule of Deliverables (see above for description of each deliverable)

<table>
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<tr>
<th>TASK</th>
<th>DELIVERABLE</th>
<th>DUE DATE</th>
<th>RECIPIENT</th>
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<tbody>
<tr>
<td>1</td>
<td>Initial Meeting – Contractor to present written proposed work plan and schedule</td>
<td>5 business days after the start of the contract</td>
<td>COR</td>
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<td>Weekly Status Updates</td>
<td>By the last business day of each week</td>
<td>COR</td>
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<tr>
<td>3</td>
<td>Conduct Kickoff Meeting</td>
<td>14 business days after the start of the contract</td>
<td>COR</td>
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<tr>
<td>4</td>
<td>Weekly status updates</td>
<td>Each week following the Kickoff meeting</td>
<td>COR</td>
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<tr>
<td>6</td>
<td>Final work products and supporting materials</td>
<td>As described in the accepted work plan</td>
<td>COR</td>
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8. Period of Performance

The period of performance shall be effective beginning September 30, 2016 through September 29, 2017.

9. Government Furnished Materials

a. The Government will supply:
   - Computer hardware and software
   - Physical office space and a phone
   - Network and internet access
   - Maintenance procedures

b. 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.

c. All other materials/equipment required in the performance of this contract shall be furnished by the Contractor.

10. Contractor Qualifications

a. The contractor shall identify the lead as key personnel to be named in the bid. Key personnel should have a minimum of 5 years of experience providing technical assistance services to develop data architectures and facilitation of common objectives across program lines. Each other person should have a minimum 3 years of experience in these areas or in areas complementary to the achievement of the objectives.

b. Resources must be able to clear the CPSC PIV process.

11. Work Schedule

The Contractor shall perform at the Government’s site and at the Contractor’s site, as feasible.
All work that has to be performed at the Government's site will be performed at the following address:

Consumer Product Safety Commission  
IT Division of Solutions Development  
4330 East West Highway  
Bethesda, Maryland 20814

12. Inspection and Acceptance:

a. The Government will inspect the work for both quality and timeliness and notify the Contractor regarding problems and any corrections needed. The contractor shall be notify in writing of the problems with the work and the contractor shall provide an acceptable correction, correction plan or recommendation within 24 hours of notification.

13. LC 5 Contracting Officer's Representative (COR) Designation

a. The following individual has been designated at the Government’s COR for this contract:

Name: John A. Castilia  
Division: Office of Information Technology  
Telephone: 301-504-7849  
Email: jcastilia@cpsc.gov

b. The CPSC COR is responsible for performing specific technical and administrative functions, including:

(1) performing technical evaluation as required;

(2) assisting the Contractor in the resolution of technical problems encountered during performance; 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; and

(3) inspection and acceptance of all items required by the contract.

c. The COR, who may be personally liable for unauthorized acts, is not authorized to and shall not:

(1) make changes in scope of work, contract schedules, and/or specifications, or to make changes that affect price, quality, quantity or delivery.

(2) direct or negotiate any change in the terms, conditions, or amounts cited in the contract; and
(3) make commitments or changes that affect price, or take any action that commits the
Government or could lead to a claim against the Government.

d. This delegation is not redelegable and remains in effect during the period of
performance of the contract.

e. A clear distinction is made between Government and Contractor personnel. No
employer-employee relationship will occur between government employees and
contractor employees. Contractor employees must report directly to their company
(employer) and shall not report to Government personnel.

All questions regarding this RFQ scope must be routed through the Contracting Officer (CO) or
Contracting Officer’s Representative (COR).