

|  |  |                                      |                        |   |   |   |   |
|--|--|--------------------------------------|------------------------|---|---|---|---|
| <b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS</b><br><i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, &amp; 30</i>  |  |                                      |                        | 1 REQUISITION NUMBER<br>REQ-2400-16-0064  |   | PAGE OF<br>1 9  |   |
| 2 CONTRACT NO<br>CPSC-D-13-0001  |  | 3 AWARD/EFFECTIVE DATE<br>09/29/2016 | 4 ORDER NUMBER<br>0024 |   | 5 SOLICITATION NUMBER<br>CPSC-Q-16-0062 |   | 6 SOLICITATION ISSUE DATE<br>06/23/2016 |
| 7. FOR SOLICITATION INFORMATION CALL:  |  | a. NAME<br>Rudi Johnson              |                        | b. TELEPHONE NUMBER (No collect calls)<br>301-504-7028  |   | 8. OFFER DUE DATE/LOCAL TIME<br>ET  |   |
| 9. ISSUED BY<br>CONSUMER PRODUCT SAFETY COMMISSION<br>DIV OF PROCUREMENT SERVICES<br>4330 EAST WEST HWY<br>ROOM 523<br>BETHESDA MD 20814   |  |                                      | CODE<br>FMPS           | 10 THIS ACQUISITION IS<br><input checked="" type="checkbox"/> SMALL BUSINESS<br><input type="checkbox"/> HUBZONE SMALL BUSINESS<br><input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS |   | <input type="checkbox"/> UNRESTRICTED OR<br><input checked="" type="checkbox"/> SET ASIDE: % FOR<br>WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM<br><input type="checkbox"/> EDWOSB<br><input type="checkbox"/> 8(A)<br>NAICS:<br>SIZE STANDARD: |   |
| 11 DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED<br><input type="checkbox"/> SEE SCHEDULE  |  | 12. DISCOUNT TERMS<br>SB/Net 30      |                        | <input type="checkbox"/> 13a THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)<br>13b. RATING  |   | 14. METHOD OF SOLICITATION<br><input checked="" type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP   |   |
| 15. DELIVER TO<br>CONSUMER PRODUCT SAFETY COMMISSION<br>OFFICE OF INFORMATION SERVICES<br>4330 EASTWEST HIGHWAY<br>ROOM 839-23<br>BETHESDA MD 20814  |  |                                      | CODE<br>EXIT           | 16. ADMINISTERED BY<br>CONSUMER PRODUCT SAFETY COMMISSION<br>DIV OF PROCUREMENT SERVICES<br>4330 EAST WEST HWY<br>ROOM 523<br>BETHESDA MD 20814   |   |   |   |
| 17a CONTRACTOR/OFFEROR<br>VISUAL INFORMATION SYSTEM INC<br>ATTN VINH Q NGUYEN<br>8901 TRIPLE RIDGE RD<br>FAIRFAX STATION VA 22039-3004   |  | CODE<br>[REDACTED]                   | FACILITY CODE          | 18a PAYMENT WILL BE MADE BY<br>CPSC Accounts Payable Branch<br>AMZ 160<br>P. O. Box 25710<br>Oklahoma City OK 73125   |   | CODE<br>FMFS  |   |
| TELEPHONE NO (703) 643-1628  |  |                                      |                        | 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                              |
|  | CONTRACTING OFFICER REPRESENTATIVE COR:<br>JOHN CASTILIA<br>TEL: 301-504-7234<br>EMAIL: JCASTILIA@CPSC.GOV<br><br>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 ATTACHED<br><i>(Use Reverse and/or Attach Additional Sheets as Necessary)</i> |                                      |                        |   |   |   |   |
| 25 ACCOUNTING AND APPROPRIATION DATA<br>0100A16DSE-2016-9994700000-EXIT002400-252M0  |  |                                      |                        |   |   | 26 TOTAL AWARD AMOUNT (For Govt. Use Only)<br>\$139,940.40  |   |
| <input type="checkbox"/> 27a SOLICITATION INCORPORATES BY REFERENCE FAR 52 212-1, 52 212-4. FAR 52 212-3 AND 52 212-5 ARE ATTACHED. ADDENDA<br><input type="checkbox"/> 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<br><input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.   |   |   |   |
| <input type="checkbox"/> 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. |  |                                      |                        | <input type="checkbox"/> 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)<br>  |   |   |   |
| 30b. NAME AND TITLE OF SIGNER (Type or print)  |  |                                      | 30c. DATE SIGNED       | 31b. NAME OF CONTRACTING OFFICER (Type or print)<br>Eddie Ahmad   |   | 31c. DATE SIGNED<br>9/29/16   |   |

| 19<br>ITEM NO | 20<br>SCHEDULE OF SUPPLIES/SERVICES   | 21<br>QUANTITY | 22<br>UNIT | 23<br>UNIT PRICE | 24<br>AMOUNT |
|---------------|---|----------------|------------|------------------|--------------|
| 0001          | <p>PERFORMANCE WORK STATEMENT, THE CONTRACTOR'S PROPOSAL DATED JULY 28, 2016, TERMS AND CONDITIONS OF CPSC-D-13-0001, AND THE GSA SCHEDULE GS-35F-0507Y.</p> <p>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.</p> <p>Continued ...</p> | 1              | LO         | 139,940.40       | 139,940.40   |

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 REC'D (YY/MM/DD)    42d. TOTAL CONTAINERS

**CONTINUATION SHEET**

REFERENCE NO OF DOCUMENT BEING CONTINUED  
CPSC-D-13-0001/0024

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3 9

NAME OF OFFEROR OR CONTRACTOR  
VISUAL INFORMATION SYSTEM INC

| ITEM NO<br>(A) | SUPPLIES/SERVICES<br>(B)   | QUANTITY<br>(C) | UNIT<br>(D) | UNIT PRICE<br>(E) | AMOUNT<br>(F) |
|----------------|--|-----------------|-------------|-------------------|---------------|
|                | 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)**

| <b>TASK</b> | <b>DELIVERABLE</b>  | <b>DUE DATE</b>                                 | <b>RECIPIENT</b> |
|-------------|---|---|------------------|
| 1           | Initial Meeting – Contractor to present written proposed work plan and schedule | 5 business days after the start of the contract | COR              |

|   |  |  |     |
|---|--|--|-----|
| 2 | Weekly Status Updates                        | By the last business day of each week            | COR |
| 3 | Conduct Kickoff Meeting                      | 14 business days after the start of the contract | COR |
| 4 | Weekly status updates                        | Each week following the Kickoff meeting          | COR |
| 6 | Final work products and supporting materials | As described in the accepted work plan           | COR |

## 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 th 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).