

2. CONTRACT NO: CPSC-D-13-0001
3. AWARD/EFFECTIVE DATE: 08/26/2016
4. ORDER NUMBER: 0025
5. SOLICITATION NUMBER: CPSC-Q-16-0078
6. SOLICITATION ISSUE DATE: 07/29/2016

7. FOR SOLICITATION INFORMATION CALL: Rudi Johnson
b. TELEPHONE NUMBER (No collect calls): 301-504-7028
8. OFFER DUE DATE/LOCAL TIME: ET

9. ISSUED BY: CONSUMER PRODUCT SAFETY COMMISSION
DIV OF PROCUREMENT SERVICES
4330 EAST WEST HWY
ROOM 523
BETHESDA MD 20814
CODE: FMPS

10. THIS ACQUISITION IS:
 SMALL BUSINESS
 HUBZONE SMALL BUSINESS
 SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS
 UNRESTRICTED OR
 SET ASIDE:
WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM
EDWOSB
8(A)
NAICS:
SIZE STANDARD:

11. DELIVERY FOR FOB DESTINATION 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: CONSUMER PRODUCT SAFETY COMMISSION
OFFICE OF INFORMATION SERVICES
4330 EAST WEST HWY
ROOM 839-23
BETHESDA MD 20814
CODE: EXIT

16. ADMINISTERED BY: CONSUMER PRODUCT SAFETY COMMISSION
DIV OF PROCUREMENT SERVICES
4330 EAST WEST HWY
ROOM 523
BETHESDA MD 20814
CODE: FMPS

17a. CONTRACTOR/OFFEROR: VISUAL INFORMATION SYSTEM INC
ATTN VINH Q NGUYEN
8901 TRIPLE RIDGE RD
FAIRFAX STATION VA 22039-3004
TELEPHONE NO: (703) 643-1628
CODE: [REDACTED]
FACILITY CODE:

18a. PAYMENT WILL BE MADE BY: CPSC Accounts Payable Branch
AMZ 160
P. O. Box 25710
Oklahoma City OK 73125
CODE: FMFS

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
	<p>DUNS Number: [REDACTED] CONTRACTING OFFICER REPRESENTATIVE (COR): JOHN CASTILIA EMAIL: JCASTILLIA@CPSC.GOV TEL: 301-504-7849</p> <p>THIS IS TASK ORDER 0025 AGAINST DELIVERY ORDER CONTRACT CPSC-D-13-0001 IS HEREBY ISSUED TO PROVIDE ALL NECESSARY PERSONNEL, MATERIALS AND SERVICES AS STATED HEREIN FOR THE PERFORMANCE PERIOD OF ONE (1) YEAR EFFECTIVE 12 SEPTEMBER 2016 (Use Reverse and/or Attach Additional Sheets as Necessary)</p>				

25. ACCOUNTING AND APPROPRIATION DATA: 0100A16DSE-2016-9994700000-EXIT002400-252M0
26. TOTAL AWARD AMOUNT (For Govt. Use Only): \$181,650.30

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.
 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: [REDACTED]
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): Eddie Ahmad
31c. DATE SIGNED: 8/29/16

19 ITEM NO	20 SCHEDULE OF SUPPLIES/SERVICES	21 QUANTITY	22 UNIT	23 UNIT PRICE	24 AMOUNT
0001	<p>THROUGH 11 SEPTEMBER 2017 IN ACCORDANCE WITH THE ATTACHED PERFORMANCE WORK STATEMENT, THE CONTRACTOR'S PROPOSAL DATED AUGUST 4, 2016, THE TERMS AND CONDITIONS OF CPSC-D-13-0001 AND THE GSA SCHEDULE, GS-35F-0507Y.</p> <p>THE CONTRACTOR SHALL PROVIDE A SENIOR PROGRAMMER TO ENHANCE THE CONSUMER PRODUCT SAFETY COMMISSION NATIONAL ELECTRONIC INJURY SURVEILLANCE SYSTEM (NEISS) ON-LINE DATA RETRIEVAL UPDATE BASE APPLICATION SYSTEM.</p> <p>The total amount of award: \$181,650.30. The obligation for this award is shown in box 26.</p>	1	LO	181,650.30	181,650.30

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 (Print)		
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c. DATE	42b. RECEIVED AT (Location)		
			42c. DATE RECD (YY/MM/DD)	42d. TOTAL CONTAINERS	

NEISS Online Data Retrieval Update
Performance Work Statement
CPSC-D-13-0001 TASK ORDER 0025

1. DESCRIPTION OF SERVICES

The Contractor shall provide all necessary personnel, materials and services to plan, develop, and implement the *NEISS Online Data Retrieval Update* to support the Consumer Product Safety Commission, Directorate of Epidemiology.

2. BACKGROUND

CPSC's National Electronic Injury Surveillance System (NEISS) is a national probability sample of hospitals in the U.S. and its territories. Patient injury information is collected from a nationally representative sample of U.S. hospital emergency departments. Included is data from each NEISS hospital for every emergency visit involving an injury associated with consumer products. From this sample, the total number of product-related injuries treated in hospital emergency rooms nationwide can be estimated. Web access to NEISS data combined with querying and reporting capabilities allow certain estimates to be retrieved on-line. These injury estimates can be focused by setting some or all of the following variables: Date, Product, Sex, Age, Diagnosis, Disposition, Locale, and Body part.

The product or products involved in the injury data are chosen using NEISS product codes. NEISS product codes change over time due to changes in market availability. Up to three product codes, or ranges of product codes, can be specified in a given query.

2. SERVICES AND PRICES:

The Contractor shall propose the cost for services as described herein in accordance with CLIN 0006 and CPSC-D-13-0001 to successfully complete this task.

3. TASK ORDER:

This is a firm-fixed price performance-based task order. This is a non-personal service task order.

4. DESCRIPITON OF WORK

The contractor shall enhance CPSC's National Electronic Injury Surveillance System (NEISS) on-line application (<http://www.cpsc.gov/cgi-bin/NEISSQuery/home.aspx>) to provide and implement the following:

4.1 Requirements

A. Platform

1. Gather user query criteria through the web-page,
2. Send the criteria to Server SAS,
3. Run EPI produced SAS programs to produce results in HTML,
4. Send results back to the web-page,
5. Allow for downloaded of data used to produce results,

B. Pre-loaded archived full NEISS data by year files

Note: NEISS online application currently has 2009-2015 Excel files available by year.

1. Offer full NEISS files by year for direct download in three formats:
 - a. MS-Excel
 - b. SAS
 - c. Tab delimited text files (*.tsv)
2. EPDS will create these files annually

C. Quick Query of pre-loaded reports

1. Annual NEISS Data Highlights,
2. Ability to select pre-loaded reports based on a limited selection criteria:
 - a. Single year, most recent 5-year, most recent 10-year
 - b. Top 10, 15, 20 product groups
 - c. By age groups
 - d. By gender
3. EPDS will create these files annually

D. User Specified Query Criteria

1. Mandatory for user to select
 - a. Time period – Minimum requirement
 1. Single year
 2. Most recent 5-years
 3. Most recent 10-years
 - b. Time period – Full requirement
 1. Allow up to 5 disjoint single years (ex. 2000, 2005, 2010, 2015, 2020) which would lead to results to be automatically displayed by year
 2. Allow mm/dd/yyyy treatment dates request that can span 2 calendar years (ex. 10/01/2014 – 03/31/2015)

2. Optional for user to select
 - a. Optional variables that the user can select on should use dropdown, expand/contract, search, and/or click and drag techniques to identify.
 - b. NEISS Product codes or groups
 1. Possible tiers – annual group, annual sub-groups (up to 10), individual product codes (up to 20)
 2. First display list of Annual Groups (see NEISS Data Highlights). User can either click on an Annual Group heading to select whole group or expand to the nested list of Annual Sub-Groups within the annual group.
 3. Display the Annual Sub-Groups under the Annual grouping heading. User can either click on a sub-group heading to select the whole group or expand to the nested list of individual product codes.
 4. Individual Product Codes – User can select individual product codes from the nested list or similar to SaferProducts.gov, user should be able to enter text string or numbers (corresponding to product codes) to populate a list of “matching” products. However, unlike SaferProducts.gov, user ***must*** select from the matching list and cannot enter their own free text parameter.
 5. The populated list should contain product descriptions and product codes
 - c. Age / Age groups
 1. User can select on individual ages (up to 10)
 2. User can select 5-year age groups
 3. User can select 10-year age groups
 4. User can select on 1-month – 223 month for ages <2
 - d. Gender
 - e. Body part (up to 10)
 1. Individual body parts
 2. Expand/contract groupings (head, upper extremities, etc.)
 3. Search (Armpit, rotator cuff, etc. See NEISS coding manual)
 - f. Diagnosis (up to 10)
 1. Individual diagnosis parts
 2. Expand/contract groupings for burns
 3. Search (frostbite, skin tear, etc. See NEISS coding manual)
 - g. Disposition

E. User Specified Output Display

1. Output at 'total' level unless user selects 'Group Results By' options:
 - a. 'Group Results By' option to group results by subgroupings (Year, Products, Age, Gender, Body part, Diagnosis, Disposition)
 - b. Depending on performance (time to run query) allow multiple 'Group By' groups (Ex. Group by year, gender, and age group)
 - c. If certain variables are clustered, you cannot group the results by a lower grouping of that variable (Ex. If 5 year age groups are chosen, you cannot display result in individual ages).
 - d. Un-clustered variables can be grouped (Ex. All ages selected but user is allowed to group results by 5-year age groups)
2. Allow user to select output measures:
 - Total Estimate (mandatory)
 - Number of cases
 - Coefficient of variation
 - 95% confidence interval of estimate
3. Allow user to put 'title' on report
4. Suppress results that fail stability criteria:
 - Estimate smaller than 1,200
 - Coefficient of variation >.33
 - Number of cases < 20
5. Allow user option of viewing first 30 records
6. Allow user to download output HTML results
7. Allow user to download output data file created from user specific query
 - MS-Excel, SAS, or tab delimited text file

F. Cache Query Results

1. For each query submitted, first look into cache library to determine if query has been requested before:
 - a. If requested in the past, simply return cached results
 - b. If not requested, send query to SAS server for running

G. Other Miscellaneous:

1. Documentation links at various parts of the query
2. Provide user with progress bar when processing requests
3. All queries must run complete and results returned within 30 seconds
4. Give user option of sending questions to NEISSweb@cpsc.gov
5. Collect web query statistics:
 - a. Number of site visits
 - b. Number of successfully submitted queries

- c. Number of abandoned queries
- d. User affiliation
 - i. Media
 - ii. Consumer
 - iii. Researcher
 - iv. Industry
 - v. Other

4.2 Documentation

The Contractor shall create documentation necessary for implementation and operation of the NEISS Online Data Retrieval Requirements Analysis to reflect the built state of the system, including updating the following to address the online enhancements:

- Training materials,
- Admin Quick guide,
- System Design Documentation,
- Operations Manual.

4.3 Testing

The Contractor shall document, test and verify all changes in a Test Sandbox environment before implementing in the Production environment.

The Contractor shall maintain testing plans, test scripts and testing results in Team Foundation Server (TFS).

4.4 Version Control

The Contractor shall version control all production workflow releases and maintain source code in Team Foundation Server (TFS).

5. REPORTING REQUIREMENTS

The Contractor shall use CPSC's SharePoint to facilitate project communication and document management. All reports and presentations shall be posted to the SharePoint site specified by the COR within 24 hours of email distribution or report presentation.

- Weekly Status Reporting to be included in the existing CPSC Web Operations and Maintenance report.
 - Format – the report shall be emailed to CPSC Project Manager and COR
 - Due Date – by the close of business on Monday each week
 - Content – the report must contain the following:
 - Status of the project and progress against schedule
 - Issues and risks and proposed solutions

- Monthly Status Reporting to be included in the existing CPSC Monthly Progress Report for the CPSC.gov contract.
 - Format – the report shall be emailed to CPSC Project Manager and COR
 - Due date – by close of business on the seventh calendar day of each month.
 - It will be a monthly report following the same requirements as the weekly report with additional accounting information, including the project burn rate.

6. REPORTING AND DELIVERY REQUIREMENTS

As part of this work, the Contractor shall submit the following items to the Contracting Officer Representative (COR):

TASK #	Deliverable Name	Deliverable Description	Due Date and Format (NLT-No Later Than, measured in calendar days)
1	Task Kick-Off Meeting	<ul style="list-style-type: none"> • A meeting between the Contractor, CPSC Project Manager, and CPSC Contracting Officer's Representative • CPSC will utilize the Project Kick-Off Checklist to drive the meeting and deliverable outcome 	<ul style="list-style-type: none"> • NLT 7 calendar days after contract award
2	Project Schedule	<ul style="list-style-type: none"> • A document listing the project's milestones, activities, and deliverables, with intended start and finish dates, dependencies and listing of resources. • CPSC will utilize the Project Schedule Quality Control Checklist to evaluate completeness and quality of the Project Schedule 	<ul style="list-style-type: none"> • NLT 7 calendar days after contract award • MS Project document, uploaded to SharePoint
3	Initial Design Review	<ul style="list-style-type: none"> • Documentation of the proposed data interface design • Presentation of the proposed data interface design to project 	<ul style="list-style-type: none"> • NLT 30 calendar days after contract award. • MS PowerPoint,

TASK #	Deliverable Name	Deliverable Description	Due Date and Format (NLT-No Later Than, measured in calendar days)
		stakeholders, related technical teams etc. describing how design addresses all requirements identified in SOW.	Visio or other appropriate format(s) uploaded to SharePoint
4	Functional and Technical Specification Document (inclusive of use cases)	<ul style="list-style-type: none"> • A document that describes the requested behavior of the NEISS reporting tool, and describes what is needed by the system user as well as properties of inputs and outputs. 	<ul style="list-style-type: none"> • NLT 45 calendar days after contract award • MS Word, Visio or other appropriate format(s) uploaded to SharePoint
5	Configured Development, Test, and Production Environments	<ul style="list-style-type: none"> • The three CPSC network environments in which the Contractor shall install and configure the NEISS reporting tool. 	<ul style="list-style-type: none"> • NLT 60 calendar days after contract award • Delivered environments with a walk through for EXIT (COR to designate individuals)
6	Structure SAS query statements to derive required reporting output	<p>The SAS queries are primarily a CPSC EPDS group responsibility although VIS expertise may be required periodically in their development.</p> <ul style="list-style-type: none"> • When requested by the CPSC EPDS group, assist in developing various SAS queries needed to provide the required reporting capability. • Required reporting capability includes the following three (3) components: <ol style="list-style-type: none"> 1) <u>Input SAS data file</u> (NLT 90 days after contract award.) - SAS input data file derived 	<ul style="list-style-type: none"> • NLT 150 calendar days after contract award • MS Word, Visio or other appropriate format(s) uploaded to SharePoint • SAS queries shall be documented in Team Foundation Server, or a

TASK #	Deliverable Name	Deliverable Description	Due Date and Format (NLT-No Later Than, measured in calendar days)
		<p>from NEISS that is successfully executed without error.</p> <p>2) <u>SAS single year data report output</u> (NLT 120 days after contract award.) - SAS procedures perform analysis and reporting on single year data sets derived from NEISS to produce statistics, analyses and graphics. Presentation of the SAS reported data – statistics, analyses, graphics, printed reports – to project stakeholders.</p> <p>3) <u>SAS multi-year data report output</u> (NLT 150 days after contract award.) - SAS procedures perform analysis and reporting on single year data sets derived from NEISS to produce statistics, analyses and graphics. Presentation of the SAS reported data – statistics, analyses, graphics, printed reports – to project stakeholders.</p>	<p>format specified by the principal stakeholder, COR</p>
10	Functional Testing Scripts and Test Results	<ul style="list-style-type: none"> • Functional testing is a set of instructions (either manual or automated) that will be performed on the NEISS system under test to verify that the system functions as expected. • Test results are the documentation of the outcomes of instructions to validate that the NEISS system is working 	<ul style="list-style-type: none"> • NLT 180 calendar days after contract award • Testing scripts shall be documented in Team Foundation Server • Test results

TASK #	Deliverable Name	Deliverable Description	Due Date and Format (NLT-No Later Than, measured in calendar days)
		as anticipated and described in the Functional and Technical Specifications Document.	shall be documented in Team Foundation Server, or a format specified by the COR
	Training and Support Materials	<ul style="list-style-type: none"> • Training materials, Admin guide, and Operations manual 	<ul style="list-style-type: none"> • NLT 180 calendar days after contract award • PDF files of each training material set, Admin guide and Operations manual.

7. CONTRACTOR QUALIFICATIONS

Contractor personnel responsible for the technical software aspect of the project (i.e., Project Manager, Database Administrator, Database Developer) shall have a minimum of three (3) years hands-on implementation experience within their respective area of expertise.

The Contractor shall name as key personnel the individuals assigned to perform project management and software engineering tasks on this effort. Key personnel may be substituted on the project at the discretion of the COR.

Any and all Contractor partners (Subcontractors) shall possess the same, or higher Contractor qualifications.

8. GOVERNMENT FURNISHED PROPERTY

The Government will provide on-site workspace, laptop computers, monitors, computer accessories, and access to CPSC systems, databases and documents as needed to perform this task.

9. PERIOD OF PERFORMANCE

The contractor shall provide the requested services of this task order for the performance period effective 12 September 2016 through 11 September 2017.

10. INSPECTION AND ACCEPTANCE:

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 notified 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.

11. LC5 CONTRACTING OFFICER REPRESENTATIVE (COR):

a. The following individual has been designated at the Government's COR for this task order:

Name: John Castilia
Division: Department of IT Services
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 re-delegable 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 contractor employees. Contractor employees must report directly to their company (employer) and shall not report to Government personnel.