SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
OFFEROR TO COMPLETE BLOCKS 12, 17, 24, 26, & 30

3. CONTRACT NO: 13. AWARD/EFFECTIVE DATE:
GS-00F-026CA 08/02/2016

4. ORDER NUMBER: 14. SOLICITATION NUMBER:
CPSC-F-16-0071 CPSC-Q-16-0055

6. SOLICITATION ISSUE DATE: 06. OFFER DUE DATE/LOCAL TIME:
C7/12/2016 (No collect calls)

7. FOR SOLICITATION INFORMATION CALL:
NAME: Renita Smith

8. TELEPHONE NUMBER:
301-504-7045

9. ISSUED BY:
FMPS

10. THIS AQUISITION IS:
□ UNRESTRICTED OR □ SET Aside
□ SMALL BUSINESS □ WOMEN-OWNED SMALL BUSINESS
□ HUBZONE SMALL BUSINESS □ 8(a) SMALL BUSINESS
□ SERVICE-DISABLED □ 8(a)
VETERAN-OWNED Small Business

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS
MARKED: SEE SCHEDULE

12. DISCOUNT TERMS:
Net 30

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

□ 13b. RATING:

14. METHOD OF SOLICITATION:
□ RFP

15. DELIVER TO:
FMPS

CONSUMER PRODUCT SAFETY COMMISSION
DIV OF PROCUREMENT SERVICES
4330 EAST WES7 HWY
ROOM 523
BETHESDA MD 20814

16. ADMINISTERED BY:
FMPS

CONSUMER PRODUCT SAFETY COMMISSION
OFFICE OF HAZARD ID & REDUCTION
4330 EASTWEST HIGHWAY
ROOM 702
BETHESDA MD 20814

ABSG CONSULTING INC
16855 NORTHCHASE DRIVE
HOUSTON TX 77060-6006

CPSC Accounts Payable Branch
AMZ 169
P. O. Box 25710
Oklahoma City OK 73125

17a. CONTRACTOR OFFEROR:

18a. PAYMENT WILL BE MADE BY:

19. SCHEDULE OF SUPPLIES/SERVICES:

20. ITEM NO
21. QUANTITY
22. UNIT
23. UNIT PRICE
24. AMOUNT

DUNS Number: [redacted]
Contracting Officer's Representative (COR):
Trey Thomas
Email: tthomas@cpsc.gov
Tel: (301) 987-2560

Contractor shall provide all personnel and materials necessary to conduct Risk Assessment Training services for the Consumer Product Safety Commission during the performance period of September 20, 2016 through September 22, 2016 in
(Use Reverse/and/or Attach Additional Sheets as Necessary)

25. ACCOUNTING AND APPROPRIATION DATA:
0100A1600E-2016-2577700000-EXHR004000-252K0

$33,024.00

26. TOTAL AWARD AMOUNT (For Govt. Use Only)

27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, 52.212-3, 52.212-5 are ATTACHED
ADDENDA: □ ARE □ ARE NOT ATTACHED:

27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, 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:
OFFER 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:

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

30c. DATE SIGNED:
8/3/2016

31a. NAME OF CONTRACTING OFFICER (Type or print):

31b. DATE SIGNED:
8/3/2016

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION IS NOT USABLE

STANDARD FORM 1449 (REV. 2/2015)
Prescribed by GSA - FAR (48 CFR) 13.212
acordance with GS-00F-026CA and the attached terms and conditions.

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SCHEDULE OF SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
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<tbody>
<tr>
<td>0001</td>
<td>Risk Assessment Training</td>
<td>1</td>
<td>LO</td>
<td>33,024.00</td>
<td>33,024.00</td>
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</tbody>
</table>

Twenty-four (24) individuals
1 LOT = 3 days

The total amount of award: $33,024.00. The obligation for this award is shown in box 26.
Performance Work Statement
Risk Based Decision Making Training

1. DESCRIPTION OF SERVICES

The contractor shall all personnel and materials necessary to provide Risk Based Management assessment training services for the U.S. Consumer Product Safety Commission (CPSC) staff. This three day training shall provide the staff basic risk assessment and risk management skills, with specific application to and examples of consumer products under the CPSC’s jurisdiction, along the lines of established Risk Based Decision Making Guidelines, qualitative and quantitative analytic techniques and identifications of data resources, use of risk assessment tools, and workshop effort that will focus on tool selection and breaking down examples into tool frameworks.

2. CONTRACT TYPE

This is a firm-fixed price contract. This is a non-personal services contract.

3. BACKGROUND

As guided by the Consumer Product Safety Act (CPSA), the Consumer Product Safety Improvement Act (CPSIA) and as guided by Executive Order (EO) 12866 and Circular A-4, the CPSC is responsible for conducting analyses of risk to consumers from a wide range of products and implementing measures to address risk found to be unreasonable. Participating organizations in this training will be the Office of Hazard Identification and Reduction (EXHR), the Office of Import Surveillance (EXIS) and the Office of Compliance (EXCE).

EXHR is responsible for managing the CPSC’s Hazard Identification and Analysis (HIA) Program and its Hazard Assessment and Reduction (HAR) Program. The Office develops and implements the agency’s annual operating plan for those two hazard programs. The operating plan generally includes the following activities: (1) collection and analysis of data to identify hazards and hazard patterns; (2) coordination of and participation in the activities of voluntary standards organizations; (3) technical work and research related to the agency’s rulemaking proceedings; (4) technical work and laboratory testing to support Hazard Reduction, Compliance, and Import Surveillance programs; and (5) evaluation of petitions submitted to the Commission. The Office has line authority over the Directorates for Epidemiology, Health Sciences, Economic Analysis, Engineering Sciences, and Laboratory Sciences.

The CPSC’s Office of Import Surveillance (EXIS) coordinates with the U.S. Department of Homeland Security’s Customs and Border Protection (CBP) to prevent violative or hazardous products from entering the United States. CPSC investigators are co-located at select ports of entry to target and screen incoming shipments of consumer products. The CPSC also collaborates with CBP at the Commercial Targeting and Analysis Center (CTAC) to implement

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national operations designed to optimize the federal government’s response to product risk at importation.

The Office of Compliance and Field Operations conducts compliance and administrative enforcement activities under all administered acts, provides advice and guidance on complying with all administered acts and reviews proposed standards and rules with respect to their enforceability. The Offices’ responsibilities also include identifying and addressing safety hazards in consumer products already in distribution, promoting industry compliance with existing safety rules, and conducting administrative litigation. In addition the office reviews consumer complaints, conducts inspections and in-depth investigations and analyzes available data to identify those consumer products containing defects posing a substantial risk of injury or which do not comply with existing safety requirements.

4. PERFORMANCE OF WORK

The Contractor shall provide the following training assembled from established training courses, but tailored for Consumer Product Safety Commission issues:

Overview of Risk Based Decision Making
Basic Concepts of Risk Assessment
Risk Assessment Tools and Selection

4.1 COURSE DESCRIPTION

The contractor shall assemble and perform the course for 3 single days with the following objectives:

Present elements of Risk Based Decision Making, with specific application to and examples of consumer products under the CPSC’s jurisdiction, including decision framework, risk assessment, risk management, impact assessment, and risk communication. The contractor shall identify data sources used by the Consumer Product Safety Commission and demonstrate qualitative and quantitative assessment techniques using the data sources. The contractor shall provide risk assessment training, with examples of consumer products under the CPSC’s jurisdiction, using the following tools:

Fault trees
Event trees
HazID
Failure modes, and
Effects analysis
Mastering tool selection and decomposing problem into tool framework.
This training shall be for twenty-four (24) CPSC personnel.

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4.2 DELIVERABLES.

The contractor shall provide a 3-day course of instruction to 24 technical staff, including binders with presentation and reference materials for each attendee.

5. PERIOD OF PERFORMANCE

The period of performance shall be September 20, 2016 through September 22, 2016.

6. GOVERNMENT-FURNISHED MATERIALS/EQUIPMENT

The CPSC will provide a suitable classroom, a color electronic projection device with sound capability (or computer speakers), a screen and a whiteboard or flipchart with markers. CPSC will also provide relevant guidance to staff pertaining to the use of Risk Based Decision Making.

End of Performance Work Statement

A. BILLING INSTRUCTIONS

Pursuant to the Prompt Payment Act (P.L. 97-177) and the Prompt Payment Act Amendments of 1988 (P.L. 100-496) all Federal agencies are required to pay their bills on time, pay interest penalties when payments are made late, and to take discounts only when payments are made within the discount period. To assure compliance with the Act, vouchers and/or invoices shall be submitted on any acceptable invoice form which meets the criteria listed below. Examples of government vouchers that may be used are the Public Vouchers for Purchase and Services Other Than Personal, SF 1034, and Continuation Sheet, SF 1035. At a minimum, each invoice shall include:

1. The name and address of the business concern (and separate remittance address, if applicable).
2. Do NOT include Taxpayer Identification Number (TIN) on invoices sent via e-mail.
3. Invoice date.
4. Invoice number.
5. The contract or purchase order number (see block 2 of OF347 and block 4 of SF1449 on page 1 of this order), or other authorization for delivery of goods of services.
6. Description, price and quantity of goods or services actually delivered or rendered.
7. Shipping cost terms (if applicable).
8. Payment terms.
9. Other substantiating documentation or information as specified in the contract or purchase order.

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10. Name, title, phone number and mailing address of responsible official to be notified in the event of a deficient invoice.

ORIGINAL VOUCHERS/INVOICES SHALL BE SENT TO:

U.S. Mail
Enterprise Service Center, c/o CPSC, Accounts Payable Branch, AMZ-160
PO Box 25710
Oklahoma City, Ok. 73125

FEDEX
Enterprise Service Center, c/o CPSC, Accounts Payable Branch, AMZ-160
6500 S. MacArthur Blvd.
Oklahoma City, Ok. 73169

OR

Via email to:

9-AMC-AMZ-CPSC-Accounts-Payable@faa.gov

Invoices not submitted in accordance with the above stated minimum requirements will not be processed for payment. Deficient invoices will be returned to the vendor within seven days or sooner. Standard forms 1034 and 1035 will be furnished by CPSC upon request of the contractor.

Inquiries regarding payment should be directed to the Enterprise Service Center (ESC), Office of Financial Operations, Federal Aviation Administration (FAA) in Oklahoma City, 405-954-1693.

C. PAYMENT

Payment will be made as close as possible to, but not later than, the 30th day after receipt of a proper invoice as defined in “Billing Instructions,” except as follows:

When a time discount is taken, payment will be made as close as possible to, but not later than, the discount date. Discounts will be taken whenever economically justified. Otherwise, late payments will include interest penalty payments. Inquiries regarding payment should be directed to Caleb Pierce at 405-954-1693 or at the U.S. Mail and Fedex addresses listed above:

Complaints related to the late payment of an invoice should be directed to Ricky Woods at the same the same address (above) or 405-954-5351.

Customer Service inquiries may be directed to Adriane Clark at AClark@cpsc.gov.

D. INSPECTION & ACCEPTANCE PERIOD

Unless otherwise stated in the Statement of Work or Description, the Commission will ordinarily inspect all materials/services within seven (7) working days after the date of receipt. The CPSC representative responsible for inspecting the materials/services will transmit disapproval, if appropriate, to the contractor.

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and the contract specialist listed below. If other inspection information is provided in the Statement of Work or Description, it is controlling.

E. ALL OTHER INFORMATION RELATING TO THE PURCHASE ORDER

Contact:  Renita Smith at (301) 504-7045

F. PROCESSING INSTRUCTIONS FOR REQUESTING OFFICES

The Purchase Order/Receiving Report (Optional Form 347 or Standard Form 1449) must be completed at the time the ordered goods or services are received. Upon receipt of the goods or services ordered, each item should be inspected, accepted (partial or final) or rejected. The Purchase Order/Receiving Report must be appropriately completed, signed and dated by the authorized receiving official. In addition, the acceptance block shall be completed (Blocks 32 a, b & c on the SF 1449 and column G and page 2 of the OF 347).

The receiving report shall be retained by the requesting office for confirmation when certifying invoices.

G. PROPERTY/EQUIPMENT PURCHASES

In the case of Purchase Orders/Receiving Reports involving the purchase and receipt of property/equipment, a copy of the Purchase Order/Receiving Report must also be immediately forwarded directly to the Property Management Officer (Constantia Demas) in the Facilities Management Support Services Branch (Room 425). The transmittal of Purchase Orders/Receiving Reports to the property management officer is critical to the integrity and operation of CPSC’s Property Management System. Receiving officials should also forward copies to their local property officer/property custodian consistent with local office procedures.

LC 5 Contracting Officer's Representative (COR) Designation

a. The following individual has been designated at the Government’s COR for this contract:
   Name: Treye Thomas
   Division: Hazard Identification and Reduction
   Telephone: 301-987-2560
   Email: tthomas@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.

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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.