

*Office Secretary*

**SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEM**  
 OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30

1. REQUISITION NUMBER: PAGE 1 OF 6  
 2. CONTRACT NO. CPSC-D-06-0002  
 3. AWARD/EFFECTIVE DATE: 09/29/2011  
 4. ORDER NUMBER: 0014  
 5. SOLICITATION NUMBER: CPSC-Q-11-0203  
 6. SOLICITATION ISSUE DATE: 09/14/2011

7. FOR SOLICITATION INFORMATION CALL: **Rudi Johnson**  
 b. TELEPHONE NUMBER: 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 517  
 BETHESDA MD 20814  
 CODE: FMPS  
 10. THIS ACQUISITION IS:  
 UNRESTRICTED OR  SET ASIDE: 100.00 % FOR:  
 SMALL BUSINESS  EMERGING SMALL BUSINESS  
 HUBZONE SMALL BUSINESS  SOLE SOURCE  
 NAICS:  SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS  8(A)  
 SIZE STANDARD: \$21.0

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:  RFQ  IFB  RFP

15. DELIVER TO: CONSUMER PRODUCT SAFETY COMMISSION  
 OFFICE OF INFORMATION SERVICES  
 4330 EASTWEST HIGHWAY  
 ROOM 706  
 BETHESDA MD 20814  
 CODE: EXIT  
 16. ADMINISTERED BY: CONSUMER PRODUCT SAFETY COMMISSION  
 DIV OF PROCUREMENT SERVICES  
 4330 EAST WEST HWY  
 ROOM 517  
 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: ~~CPSC~~  
 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
	Project Officer Li Wang lwang.cpsc.gov 301-504-6963  TASK ORDER 0014 AGAINST CONTRACT CPSC-D-06-0002 IS HEREBY ISSUED TO PROVIDE ALL NECESSARY PERSONNEL, MATERIALS AND SERVICES TO PROVIDE SENIOR LEVEL DATABASE COMPUTER PROGRAMMING SERVICES FOR THE PERFORMANCE PERIOD 29 SEPTEMBER 2011 THROUGH 28 MAY 2012. ALL SERVICES SHALL BE <i>(Use Reverse and/or Attach Additional Sheets as Necessary)</i>				

25. ACCOUNTING AND APPROPRIATION DATA: 0100A11DCC 2011 9994700000 EXITIT2400 252M0  
 26. TOTAL AWARD AMOUNT (For Govt. Use Only): \$542,980.80

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 HEREIN.  
 29. AWARD OF CONTRACT REF. QUOTE OFFER DATED 09/21/2011. 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)  
*Kim Miles*  
 30b. NAME AND TITLE OF SIGNER (Type or print):  
 30c. DATE SIGNED:  
 31b. NAME OF CONTRACTING OFFICER (Type or print): Kim Miles  
 31c. DATE SIGNED: 9-27-11

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
0001	<p>IN ACCORDANCE WITH THE ATTACHED STATEMENT OF WORK, CPSC-D-06-0002 AND THE CONTRACTOR'S PROPOSAL DATED SEPTEMBER 21, 2011.</p> <p>INTEGRATE IFS MODULES TO THE CONSUMER PRODUCT SAFETY RISK MANAGEMENT SYSTEM (CPSRMS)</p> <p>The total amount of award: \$542,980.80. The obligation for this award is shown in box 26.</p>	4320	HR	125.69	542,980.80

32a. QUANTITY IN COLUMN 21 HAS BEEN  RECEIVED  INSPECTED  NOTED: \_\_\_\_\_ ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS

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  COMPLETE  PARTIAL  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 REC'D (YY/MM/DD) \_\_\_\_\_ 42d. TOTAL CONTAINERS \_\_\_\_\_

**VISUAL INFORMATION SYSTEM – STATEMENT OF WORK**  
**(Integrate IFS modules to Consumer Product Safety Risk Management System)**

**1. BACKGROUND INFORMATION**

This task involves integration of the current Integrated Field System (IFS) application, a client server environment, with Consumer Product Safety Risk Management System(CPSRMS). These services are required for the continuing expansion and enhancement of the agency's Publicly Available Consumer Product Safety Information Database. The senior level programmers shall work with the Division of Technology Services (ITTS) to ensure programming and database guidelines are met.

**2. TASK ORDER**

This is a firm-fixed price Task Order based on the firm fixed price fully loaded hourly rate for the hours indicated on schedule of services/supplies.

**3. PERFORMANCE WORK STATEMENT**

(1) The contractor shall work independently, and not as an agent of the Government, the Contractor shall furnish all necessary personnel, materials, and services to perform the work set forth below. The purpose of this task is to integrate the following modules in IFS with CPSRMS

- Generic functionalities:
  1. Firm/Manufacturer and contact search, add and update
  2. Product, violation, hazard search
  3. Narratives add and update
  4. Investigative Guidelines search
- Assignment:
  1. Assignment record search
  2. Create, reassign, update and purge assignment
  3. Clone existing assignment
  4. Create, update multiple assignment data sheet
- Sample:
  1. Integrate sample collection report with sample tracking system, incident analysis and investigation in CPSRMS
  2. Create, update and delete sample
  3. Provide sample testing results for public search
  4. Implement the sample destruction procedure
- Recall:
  1. Create, update and delete Recall effectiveness check
  2. Create, update and delete monthly recall progress check
  3. Implement the automate workflow for publishing recall press release
  4. Recall API and RSS feed
- Export Notification:
  1. Integrate with ITDS (International Trade Data System) to get the real time product export and import information
  2. Integrate with Regulatory Information Exchange Environment to effectively provide the product recall and export information

(2) The contractor shall meet with the application users and the CPSC Project officer to gather information on the requirements for developing a written work plan that can include but not be limited to the following:

- Design SQL server tables, fields, stored procedures and SSIS.
- Program the coding of .NET
- Create IFS screens using the preferred look and feel of CPSRMS standards

(3) The Contractor shall submit the following reports by email to the Project Officer:

- Written Status Reports shall be provided on a weekly basis.

(1) Format:

Letter format or meeting

(2) Content:

- (a) Major accomplishments and progress.
- (b) Description of any problems encountered.

- Written Status Reports shall be provided on a monthly basis for all services performed during the report period. The report shall be emailed to the Project Officer by the 10<sup>th</sup> day of the following month.

(1) Format:

- (a) Letter format.
- (b) Typewritten and reproducible.

(2) Content:

- (a) Major accomplishments and progress.
- (b) Description of any problems encountered.
- (c) Number of hours worked during the report period.
- (d) The contract number pursuant to which the report is prepared.
- (e) The name of the Contractor preparing the report pursuant to such contract.

(4) The contractor shall keep a record of all work performed, by utilizing the TFS system where all assignments are recorded.

#### 4. INSPECTION AND ACCEPTANCE OF DELIVERABLES

a. The Government will inspect the work and notify the contract individual orally regarding problems and the correction needed. If satisfactory correction is not made, the Contractor will be notified in writing of the problems with the work.

b. All materials submitted for approval will be reviewed by the Project Officer within 5 working days after date of receipt.

c. Acceptance/rejection will be transmitted to the Contractor by the Project Officer, in writing, within 5 working days after review of (goods or services.)

d. Acceptance/rejection will be based on conformance with this Statement of Work.

e. All work performed for CPSC will become the property of CPSC. After CPSC acceptance by the CPSC Project Officer of the tested databases and programming, the Contractor shall deliver the source code, program executables and database procedures in electronic form and store them on CPSC's system libraries for all applications and provide CPSC written permission to use them.

f. The following items shall be performed or delivered in accordance with the following schedule:

Deliverable Requirements:	Planned Completion date	Deliverable
1.0 Meeting to discuss contract requirements– System Analysis & Database Design.	10 working days after contract award	Project plan.

2.0 Progress Reports		
2.1 Weekly Report	Every week after effective date of task order.	Weekly status report, heat helpdesk tracking log
2.2 Monthly Report	Every month after effective date of task order.	Monthly status report, heat helpdesk tracking log
3.0 A fully tested database prior to implementation	Within 240 calendar days after contract award	UAT scripts review and demo the application.
4.0 Documentation and Training	Within 240 calendar days after contract award	Deliver User Manual, Training Material and conduct training session.
5.0 Deliver and install source code, program executables, database procedures in electronic format on CPSC system	Within 240 calendar days after contract award	Deploy the application.

## 5. PERIOD OF PERFORMANCE

The period of performance shall be from September 29, 2011 through May 28, 2012, eight (8) months.

## 6. GOVERNMENT FURNISHED MATERIALS:

The Government will supply all materials, such as a workstation (including computer hardware and software, and phone), network and internet access, documents describing web maintenance procedures, and any other items necessary to perform the work.

## 7. PLACE OF PERFORMANCE:

Consumer Product Safety Commission  
Division of Information Technology Services  
4330 East West Highway  
Room 504  
Bethesda, Maryland 20814

**8. HOURS OF PERFORMANCE:** Services shall be performed Monday through Friday during the CPSC core hours of 7:30 am – 4:00 pm weekends and holidays excluded.

## 9. CONTRACTOR PERSONNEL:

**a.** The contractor shall be responsible for satisfactory standards of employee competency, conduct and integrity. The contractor's employees must be presentable in appearance (i.e. clean, un-torn appropriate attire and exercise good personal hygiene). The contractor shall be responsible for taking disciplinary actions including suspension and termination with respect to contractor employees as may be necessary. At all times while on CPSC's premises, the contractor shall comply with all rules and regulations governing the conduct of personnel on Government Property.

**b.** CPSC reserves the right to have the contractor remove any of its employees, for any reason including failure to comply with any terms of this call or observed failure to provide satisfactory service to the Government.

**10. LC 5B PROJECT OFFICER DESIGNATION:**

a. The following individual has been designated at the Government's Project Officer for this contract:

Name: Li Wang  
Division: Information Technology Services  
Telephone: 301-504-6963  
Email: [lwang@cpsc.gov](mailto:lwang@cpsc.gov)

b. The CPSC Project Officer is responsible for:

(1) 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.

(2) performing technical evaluation as required, assisting the Contractor in the resolution of technical problems encountered during performance; and

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

c. The Project Officer is not authorized to and shall not:

(1) make changes in scope of work, contract schedules, and/or specifications to meet changes and requirements,

(2) direct or negotiate any change in the terms, conditions, or amounts cited in the contract; and

(3) take any action that commits the Government or could lead to a claim against the Government.

d. 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.