

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 2
2. AMENDMENT/MODIFICATION NO. 0001	3. EFFECTIVE DATE See Block 16C	4. REQUISITION/PURCHASE REQ. NO. REQ-2400-15-0152	5. PROJECT NO. (If applicable)
6. ISSUED BY CONSUMER PRODUCT SAFETY COMMISSION DIV OF PROCUREMENT SERVICES 4330 EAST WEST HWY ROOM 523 BETHESDA MD 20814	CODE FMPS	7. ADMINISTERED BY (If other than Item 6) CONSUMER PRODUCT SAFETY COMMISSION DIV OF PROCUREMENT SERVICES 4330 EAST WEST HWY ROOM 517 BETHESDA MD 20814	CODE FMPS
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) ARMEDIA LLC 8221 OLD COURTHOUSE ROAD SUITE 206 VIENNA VA 22182-5019		(x) 9A. AMENDMENT OF SOLICITATION NO.	9B. DATED (SEE ITEM 11)
CODE	FACILITY CODE	x 10A. MODIFICATION OF CONTRACT/ORDER NO. CPSC-D-10-0007 0015	10B. DATED (SEE ITEM 13) 03/31/2015

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended. is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Increase: \$79,989.20
0100A15DSE-2015-343400000-EXIT002400-252M0

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Additional work, bilateral modification 43.103(a)

E. IMPORTANT: Contractor is not. is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: [REDACTED]
Contacting Officer
Kim Sheppard
ksheppard@cpsc.gov
301-504-7576

Modification 0001 to Task order 0015 to contract CPSC-D-10-0007 is hereby issued to add the following additional work:

1. The Contractor shall implement an automated process to obtain PGA file from CBP securely, the frequency of download files shall be configurable.

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) James Bailey / President	15B. CONTRACTOR/OFFEROR jbailey@armedia.com Digitally signed by jbailey@armedia.com DN: cn=jbailey@armedia.com	15C. DATE SIGNED 9/10/2015	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Kim Miles	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED 9-10-15
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NSN 7540-01-152-8070
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

DEM

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
CPSC-D-10-0007/0015/0001

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NAME OF OFFEROR OR CONTRACTOR
ARMEDIA LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0002	<p>2. The Contractor shall design relational database tables to store the PGA information based upon PGA data set XSD.</p> <p>3. The Contractor shall develop a system to process the PGA files into database tables designed based upon PGA XSD.</p> <p>4. The Contractor shall create and flag each entry line item to indicate certification required, certification exempted, and certification requirement unknown based upon HTS code within the scope of the pilot.</p> <p>The statement of work (attached) for this task order has been updated to reflect these changes.</p> <p>As a result of the above, funding for this task order has increased by \$79,989.20 to a new total of \$1,676,555.10.</p> <p>All other terms and conditions remain unchanged.</p> <p>Add Item 0002 as follows:</p> <p>Additional work:</p> <p>1. The Contractor shall implement an automated process to obtain PGA file from CBP securely, the frequency of download files shall be configurable.</p> <p>2. The Contractor shall design relational database tables to store the PGA information based upon PGA data set XSD.</p> <p>3. The Contractor shall develop a system to process the PGA files into database tables designed based upon PGA XSD.</p> <p>4. The Contractor shall create and flag each entry line item to indicate certification required, certification exempted, and certification requirement unknown based upon HTS code within the scope of the pilot.</p>	1	LO	79,989.20	79,989.20

CPSC Task Order
0015
ITDS Operations and Maintenance Support of Pilot System
STATEMENT OF WORK (SOW)

1. DESCRIPTION OF SERVICES

In accordance with the terms and conditions of the Indefinite Delivery/Indefinite Quantity (IDIQ) Contract Number CPSC-D-10-0007, Armedia, LLC (Contractor) shall perform the work of this task order for the U.S. Consumer Product Safety Commission (CPSC) as described below.

The performance location for work in this task order shall be CPSC headquarters located at 4330 East West Highway Bethesda, Maryland.

2. CONTRACT TYPE

This procurement is a firm-fixed price Task Order under IDIQ contract CPSC-D-10-0007.

3. BACKGROUND AND OBJECTIVE

The CPSC is tasked with safeguarding consumers from unreasonable risks associated with the use of the products under its jurisdiction. Increasingly these products, which include toys, furniture, consumer electronics, and more, are imported to the USA. A very limited number of CPSC port investigators working hand in hand with US Customs and Border Protection (CBP) personnel oversee millions of shipments entering the country each month to ensure compliance with US laws and CPSC regulations.

As a means to address this trend and leverage limited resources, CPSC has engaged with CBP in the International Trade Data System (ITDS), which allows the Commission to electronically access data on relevant imports in time to request holds on specific shipments at ports of entry. Using this interface, CPSC has developed and implemented a decision management processes and systems for identifying suspect products and requesting inspections through CBP. This solution, known as the ITDS-Risk Assessment Methodology (ITDS-RAM) encompasses technology, analytics, and business processes for exchanging data with CBP, analyzing transactional data for risk factors, aggregating findings into actionable recommendations, and capturing feedback and outcomes to refine the analytics over time. Along with the interface to CBP through ITDS, the solution also supports CPSC in integrating data and activities across its focus areas of import compliance, domestic compliance, and safe manufacture through coordinated business processes, information technology, and resource alignment. While the ITDS-RAM primarily supports risk-based screening of imports pre-arrival, enabling CPSC to assign resources to take action accordingly- the technology also gives port investigators access to the most current information available through reporting and search capabilities, making them much more efficient. Investigators also use the ITDS-RAM data and analyses to develop cases against firms in violation of mandatory standards and applicable laws.

The ITDS-RAM, designated as a proof of concept (POC) system, has been in operation for several years. As the Commission continues to evaluate the pilot's operational viability and business impact, it requires external support to operate and maintain the pilot. Thus in support of the Commission's goals, the Contractor shall:

- 1) Provide ongoing support to the ITDS-RAM limited POC ensuring it is correctly functioning according to system requirements;
- 2) Ensure that risk-targeting information is available to Import Surveillance staff; and
- 3) Document the technical and functional aspects of the system, and document data structures as a means to transfer ITDS knowledge from the Contractor's personnel to government personnel.

4. DESCRIPTION OF WORK

Independently, and not as an agent of the government, the Contractor shall furnish all necessary personnel, materials, services, and facilities to perform the work set forth below, except as provided in Section 8, "Government Furnished Materials".

a. Project Management and Reporting

The Contractor shall facilitate critical decision points, timelines and requirements of the project by providing project management support services that are aligned with the Office of Budget and Management (OMB), CPSC's System Development Lifecycle (SDLC), and Project Management Institute (PMI) Project Management Body of Knowledge (PMBOK).

As part of project management and reporting, the Contractor shall create (where lacking) and maintain current, and deliver at the Contracting Officer's Representative's (COR) request:

- Project management plan(s)
- Work breakdown structure(s)
- System change orders/requests
- Bug list
- Enhancement list

In addition, the Contractor shall deliver on a weekly basis a status report outlining tasks accomplished in the present work week, tasks remaining or unachieved for the work week, tasks planned for the following work week, risks to the system and project continuing to function well and without interruption, issues on the project which may negatively impact the project or the system, and proof of concept health metrics inclusive of uptime and any outages and root causes.

A Contractor's Representative shall attend and support project related meetings, and participate in a discussion of risk and problem identification, and problem solution creation.

b. Operation and Maintenance of the ITDS/RAM Limited Proof of Concept

The Contractor shall ensure the proper functioning of Data Managed Processes for Entry and Entry Summary data, the import surveillance risk engine, eFiling Registry and PGA Message Set components and the RAM web application for import surveillance end users. Supported processes shall include, but not be limited to:

- SFTP download process
- Data file archiving process
- File splitter process
- XSLT process
- HTS filter process
- ETL process
- Associated maintenance processes (i.e. log file archiving, rolling delete process)
- Associated database stored procedures
- Entry line screening
- RAM inbox and associated workflow
- Maintenance related to eFiling certificate modifications as necessary, including: development and technical coordination with CBP and industry for PGA Message Set and Registry data, Refine requirements and integration testing.
 - The contractor shall perform the following:
 1. The Contractor shall implement an automated process to obtain PGA file from CBP securely, the frequency of download files shall be configurable.
 2. The Contractor shall design relational database tables to store the PGA information based upon PGA data set XSD.
 3. The Contractor shall develop a system to process the PGA files into database

tables designed based upon PGA XSD.

4. The Contractor shall create and flag each entry line item to indicate certification required, certification exempted, and certification requirement unknown based upon HTS code within the scope of the pilot.

Any process identified outside of current list will be discussed and address and agreed upon at the discretion of COR, and documented as part of the PM plan.

The Contractor shall update, subject to the review and approval of the CPSC Contracting Officer Representative (COR), decision tables and reference data tables that support risk rule execution and web application functionality. This shall include all rules currently in place, as well as any rules that are added during the period of performance.

The Contractor shall implement updates to Data Manager Processes in respect to data format and content changes initiated by CBP ITDS. Changes to Data Manager shall be captured in an approved and scheduled maintenance released as outlined below. These changes may include, but shall not be limited to, the following:

- XML format changes
- Data formatting changes (i.e. date format change)
- Changes in available data elements
- Applications changes or modifications to components as part of releases that provide enhanced application functionality and improve system usability

The Contractor shall manage an approved system network monitoring utility to aide in detecting failures and other potential issues across the ITDS/RAM solution. Failures and other potential issues shall be escalated to the COR within 30 minutes during core CPSC working hours (i.e. Monday through Friday, 8am to 5pm ET, except holidays).

The Contractor shall implement application changes/modifications to correct risk engine or web application bugs and security issues and requirements. These changes shall be captured in approved and scheduled maintenance releases or bug fixes as outlined below.

The Contractor shall provide release management, communication, and project documentation to support application, rules, and data processing changes required during the period of performance.

The Contractor shall provide system administration surrounding the detection and resolution of the shortage of disk space, creation and management of users and groups, management of cronjobs for ITDS/RAM application users, and implementation of Linux system software updates. Prior to any system administration action changes, the Contractor shall coordinate the action with the COR.

i. Software Maintenance Releases and Bug Fixes

The Contractor shall provide a minimum of four (4) software maintenance releases that contain pilot enhancements and bug fixes needed to operate and maintain the ITDS POC. The scope of each release will be prioritized and approved by the government, but at a minimum shall include:

- Release 1:
 - Enhancements list as prioritized for inclusion by CPSC Imports Office respective of resource constraints)
 - Bug fixes (list to be prioritized and approved by CPSC Import and IT leadership).
 - Rules Maintenance: The Contractor shall manage RAM rules targeting engine and revised risk management processes.
 - Referential tables (adjustments to CBP data)
 - Software releases and patches per Ntelx release list
- Release 2:
 - Enhancements list as prioritized for inclusion by CPSC Imports Office respective of resource constraints)

- Bug fixes (list to be prioritized and approved by CPSC Import and IT leadership).
 - Rules Maintenance: The Contractor shall manage RAM rules targeting engine and revised risk management processes.
 - Referential tables (adjustments to CBP data)
 - Software releases and patches per Ntelx release list
- Release 3:
 - Enhancements list as prioritized for inclusion by CPSC Imports Office respective of resource constraints)
 - Bug fixes (list to be prioritized and approved by CPSC Import and IT leadership).
 - Rules Maintenance: The Contractor shall manage RAM rules targeting engine and revised risk management processes.
 - .
 - Referential tables (adjustments to CBP data)
 - Software releases and patches per Ntelx release list
- Release 4
 - Enhancements list as prioritized for inclusion by CPSC Imports Office respective of resource constraints)
 - Bug fixes (list to be prioritized and approved by CPSC Import and IT leadership).
 - Rules Maintenance: The Contractor shall manage RAM rules targeting engine and revised risk management processes.
 - Referential tables (adjustments to CBP data)
 - Software releases and patches per Ntelx release list

c. Plan of Actions and Milestones (POAM)

The Contractor shall develop, maintain, and monitor plans and POAM actions in coordination with the COR. The Contractor shall compile a master POAM and category breakouts of tasks, and maintain an open issues/actions list identifying potential issues that could impact the timely execution of project releases

d. Document and Update System Documentation

The Contractor shall transfer system operations and maintenance knowledge to CPSC staff in the form updated system documentation.

The Contractor shall ensure that system documentation is updated. Specifically, the Contractor shall update the following documents with the most recent system information:

- Installation guide with server-network deployment diagram
- Failover/backup/recover guide
- Operations manual (System monitoring, batch jobs, ETL, etc.)
- As-Is technical architecture documents and technical design document at the component level (The most recent Current Application Architecture PowerPoint provides information at the business level and is a to-be version. The Contractor shall develop a document that accurately depicts what has been implemented and the approach taken to implementation.)
- Rules configuration guide
- System integration point Interface definition
- User manual
- All other system documents located on the ITDS RAM SharePoint site (<https://cheryl.int.cpsc/exi/itpp/initiatives/itds/RAM%20Team%20%20Working%20Documents/Forms/AllItems.aspx?RootFolder=%2fexi%2f%2f%2finitiatives%2f%2f%2f%2fRAM%20Team%20%20Working%20Documents%2fArchitecture%20and%20Technology&FolderCT>)

ID=&View=%7b0737851D%2d1C54%2d452C%2d90ED%2dEF7D29E312D2%7d) shall be brought up-to-date

Where missing, the Contractor shall develop the guides and documentation in compliance with CPSC's SDLC.

In addition, the Contractor shall ensure that all source code with CPSC-specific modifications is properly commented within the code and that all source code, configuration files, and required software to stand up, operate and maintain the system are provided to CPSC via SharePoint or Team Foundation Server (TFS).

5. CONTRACTOR QUALIFICATIONS

Contractor personnel responsible for the technical software aspect of the project (i.e. project manager, database administrator, developer) shall have a minimum of six (6) 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.

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

6. PERIOD OF PERFORMANCE

The Contractor shall provide the work of this task order from April 1, 2015 through March 31, 2016.

7. GOVERNMENT FURNISHED PROPERTY

a. The Contractor shall provide all labor and materials necessary to plan, develop and implement the application. 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.

b. Travel is not required to complete the effort under this task order.

8. REPORTING AND DELIVERY REQUIREMENTS

As part of this work, the Contractor shall submit the following items to the COR:

Deliverable	Delivery Date
Project Kick-off Meeting	NLT 5 days after contract award
Weekly Project Status Reports	Weekly, NLT 5:00pm every Friday during the period of performance
Project Management Plan	NLT 5 days after contract award, then as project changes and/or at the written request of the COR
Defect (Bug) List	Weekly, NLT 5:00pm every Friday during the period of performance (as part of the weekly status report). <ul style="list-style-type: none"> All defects will be documented in Team Foundation Server (TFS), to include analysis and level of effort All HEAT tickets will be documented in TFS, to include remediation and closed after completion in each system. (*direct contact emails and calls, shall be directed to help desk to generate a HEAT ticket)
Enhancement List	Weekly, NLT 5:00pm every Friday during the period of performance (as part of the weekly status report). All Enhancements will be documented in Team Foundation Server (TFS), to include analysis and level of effort
ITDS/RAM targeting application with 99.99% weekly uptime	Weekly Metrics indicating uptime and any downtime (with explanation), NLT 5:00pm every Friday during the period of performance
ITDS/RAM Release 1 - 4	Per the schedule to be approved by the COR: <ul style="list-style-type: none"> Analysis and recommendations shall be uploaded to TFS. Change Log confirmation of deployment shall be uploaded to a COR designated site. Documentation of Release shall be stored in TFS, including code changes, test plans and results
Plan of Actions and Milestones (POAM) Review Updates for ITDS	Quarterly to align with EXIT POAM review POAM list shall be uploaded to a COR designated site one (1) week prior to the EXIT POAM review
Updated documentation including the following: <ul style="list-style-type: none"> Installation Guide with Server-Network deployment diagram Fallover/backup/recover guide Operations manual (System monitoring, batch jobs, ETL, etc) As-is Technical Architecture documents and Technical Design document at component level (The most recent Current Application Architecture PowerPoint provides information at the business level and is a to-be version. The Contractor shall develop a document that accurately depicts what has been implemented and the approach taken to implement) Rules Configuration Guide System Integration point interface documentation User manuals All other system documents located on the ITDS/RAM SharePoint site 	NLT 3 months after contract award and updated each time that the system configuration or software is changed/modified
PGA Message Set and eFiling Certificate Registry	5 Optional releases to be coordinated with Project Team <ul style="list-style-type: none"> Analysis and recommendations shall be uploaded to TFS. Change Log confirmation of deployment shall be uploaded to a COR designated site. Documentation of Release shall be stored in TFS, including code changes, test plans and results

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