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

CONSUMER PRODUCT SAFETY COMMISSION
ROCKVILLE CAMPUS
5 RESEARCH PLACE
ROCKVILLE MD 20850

WESTAT INC
1600 RESEARCH BOULEVARD
ROCKVILLE MD 20850-3129

Task Order #0002 to Contract CPSC-D-12-0002 is issued to perform market research and survey development of the Recreational Off-Highway vehicles (ROVs) market to include all necessary travel, labor, materials, and equipment necessary to perform the task in accordance with the GSA (Use Reverse and/or Attach Additional Sheets as Necessary)

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION IS NOT usable
<table>
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<tr>
<th>ITEM NO.</th>
<th>SCHEDULE OF SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
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<th>UNIT PRICE</th>
<th>AMOUNT</th>
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Miscellaneous Survey Expenses

Continued ...

32a. QUANTITY IN COLUMN 21 HAS BEEN RECEIVED

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

38. SIR ACCOUNT NUMBER

39. SIR VOUCHER NUMBER

40. PAID BY

41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT

41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER

41c. DATE

42a. RECEIVED BY (Print)

42b. RECEIVED AT (Location)

42c. DATE RECO (YY/MM/DD)
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Statement of Work
Task Orders for Test and Evaluation of
Recreational Off-Highway Vehicles (ROVs)

A. Background
Information from fatality and injury cases involving recreational off-highway vehicles (ROVs) indicate that full or partial ejection of occupants is common and most victims are not wearing seat belts at the time of the incident. A variety of strategies may be used to encourage increased use of seat belts but past research for on-road vehicles indicates that the most effective strategies have characteristics that are intrusive and persistent. One intrusive and persistent strategy adopted by one ROV manufacturer limits the speed of the vehicle to 6mph if the driver seat belt is not fastened. This is a rudimentary form of a smart seat belt system envisioned by CPSC staff.

There is an inherent trade-off between the effectiveness of a device in changing driver behavior and the willingness of users to use the device. A smart seat belt system that is accepted by ROV users has the potential to greatly increase seat belt use by ROV users and therefore reduce injuries and deaths related to vehicle rollover and occupant ejection.

B. Objective
The objective of task order 0002 is to provide: 1) systematic and objective data to support agency decision making with regard to mandating a smart seat belt speed limiter system on ROVs, 2) information on vehicle use patterns for ROVs, 3) information on seat belt use patterns for ROVs, and 4) information on the potential effectiveness of a smart seat belt speed limiter system in increasing seat belt use among ROV users.

C. Task Orders
Task Order 0002 is fixed price and includes all necessary travel, labor, materials, and equipment necessary to perform the task in accordance with the GSA Schedule GS-23F-8144H. Any additional travel, labor, materials, and equipment not specified in your price quotation considered necessary to complete the task are deemed part of the statement of work and are included in the price quote.

D. Performance Work Statement
2. Test Track Study
   a. The contractor shall conduct a study of ROV users driving a vehicle on a predetermined test track to gather data on user behavior and acceptance of the Smart Seat Belt system.
   b. The contractor shall determine the recruitment strategy for the study group.
   c. The contractor shall execute all necessary preparatory and logistical activities to recruit for and conduct the test track study, including preparing all test materials, securing the test course facilities, recruiting participants, and conducting the test.
   d. The contractor shall prepare all necessary documents and implement all activities needed to secure Institutional Review Board (IRB) approval for the test track study. If necessary, the contractor with the assistance of CPSC will submit a package to OMB for approval.
e. After the conclusion of the test track study, the contractor shall prepare a report summarizing the major findings and conclusions. The assessment will integrate the findings from the focus group effort performed in Tasked 1 and the test track study effort. The report shall summarize the findings and identify:

- Demographics of users
- ROV seat belt speed limiter acceptability
- Conditions of likely/unlikely acceptance
- Acceptance by particular user groups
- Proclivity toward safety system defeat
- Reasons for non-acceptance
- Usability considerations
- Interference with utility of the ROV
- Interference with motivational aspects (fun, thrill)
- Perceived interference, frustration
- Potential for unforeseen consequences/undesirable behaviors
- Seat belt usage, under various conditions
- Effects on speed, usage patterns, frequency of excessive forces/instability indices

E. Deliverables
The contractor shall analyze the data/information and generate reports as described for Task 2.

F. Period of Performance Schedule
Task Order 0002 shall begin three (3) days after receipt of order and shall be completed no later than 180 days in accordance with the below schedule.

<table>
<thead>
<tr>
<th>Task</th>
<th>Description of Activities</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Submit Task 2 Work Plan</td>
<td>11 Weeks after OMB Approval</td>
</tr>
<tr>
<td></td>
<td>Submit IRB and Test Track OMB Amendment Requests (If Necessary)</td>
<td>2 Weeks after Task 2 Work Plan Submitted</td>
</tr>
<tr>
<td></td>
<td>Start Test Track Instrumentation</td>
<td>2 Weeks after Task 2 Work Plan Submitted</td>
</tr>
<tr>
<td></td>
<td>Begin Recruiting and Scheduling Participants</td>
<td>2 Weeks after Task 2 OMB Approval</td>
</tr>
<tr>
<td></td>
<td>Pilot Test Track Study (M)</td>
<td>5 Weeks after Task 2 OMB Approval</td>
</tr>
<tr>
<td></td>
<td>Begin Test Track Data Collection</td>
<td>7 Weeks after Task 2 OMB Approval</td>
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<td>Complete Test Track Data Collection</td>
<td>13 Weeks after Task 2 OMB Approval</td>
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<td>Submit Test Track Final Report</td>
<td>17 Weeks after Task 2 OMB Approval</td>
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<tr>
<td></td>
<td>Complete Test Track Final Briefing</td>
<td>19 Weeks after Task 2 OMB Approval</td>
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</table>

G. Government Furnished Materials
CPSC staff will provide a Commander 1000 vehicle equipped with a speed limiter that limits the maximum speed of the vehicle if the driver’s seat belt is not latched.

H. Transportation/Shipping
CPSC staff will be responsible for delivery of the vehicle to the test facility and return of the vehicle upon completion of the testing.
I. LC 5A Contracting Officer's Representative (COR) Designation

a. The following individual has been designated at the Government's COR for this task:
   Name: Caroleene Paul
   Division: Engineering Science Mechanical Engineering
   Telephone: 301-987-2225
   Email: cpaul@cpsc.gov

b. The CPSC COR 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 COR 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.

J. 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.
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**
CPSC Accounts Payable Branch, AMZ-160
PO Box 25710
Oklahoma City, Ok. 73125

**FEDEX**
CPSC Accounts Payable Branch, AMZ-160
6500 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 (EXC), Office of Financial Operations, Federal Aviation Administration (FAA) in Oklahoma City, 405-954-7467.

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 Debbie Young at 405-954-7467 or at the U.S Mail and Fedex addresses listed above:
Complaints related to the late payment of an invoice should be directed to Eldona Canterbury at the same address (above) or 405-954-5351.

Customer Service inquiries may be directed to Adriane Clark @ 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 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: Contract Specialist - Germaine Myles (301) 504-7669

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 (Ralph King) in the Facilities Management
Support Services Branch (Room 416). 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.

(End of clause)
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
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PO Box 25710
Oklahoma City, Ok. 73125
FEDEX
CPSC Accounts Payable Branch, AMZ-160
6500 MacArthur Blvd.
Oklahoma City, Ok. 73169
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(End of clause)