

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

1. REQUISITION NUMBER: REQ-2700-12-0006  
PAGE OF: 1 | 2

2. CONTRACT NO.: CPSC-D-12-0004  
3. AWARD EFFECTIVE DATE: 09/17/2012  
4. ORDER NUMBER: 0003  
5. SOLICITATION NUMBER:  
6. SOLICITATION ISSUE DATE:

7. FOR SOLICITATION INFORMATION CALL: Kim Miles  
8. TELEPHONE NUMBER (No collect calls): 301-504-7018  
9. OFFER DUE DATE/LOCAL TIME:

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:  
 UNRESTRICTED OR  
 SET ASIDE  
 SMALL BUSINESS  
 HUBZONE SMALL BUSINESS  
 SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS  
 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:  
 RFQ  IFB  RFP

15. DELIVER TO: CONSUMER PRODUCT SAFETY COMMISSION  
OFPC OF FINAN MGMT, PLANNING & EVAL  
4330 EASTWEST HIGHWAY  
ROOM 520  
BETHESDA MD 20814  
CODE: EXFM

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: MORGANFRANKLIN CORPORATION  
1753 PINNACLE DRIVE  
SUITE 1200  
MCLEAN VA 22102-3853  
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: FMPS

TELEPHONE NO.:

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>DONS Number: [REDACTED] Project Officer: Priscila Susi</p> <p>TASK ORDER 0003</p> <p>The contractor shall provide all necessary personnel, materials and facilities required to perform the attached financial, accounting and audit-related services for the Consumer Product Safety Commission. All services shall be in accordance with the attached performance work (Use Reverse and/or Attach Additional Sheets as Necessary)</p>				

25. ACCOUNTING AND APPROPRIATION DATA: 0100A12DPS-2012-5445900000-EXFM002720-252H0  
26. TOTAL AWARD AMOUNT (For Govt. Use Only): \$52,250.00

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: REF. 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  
31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER):  
*Donna Hutton*  
30b. NAME AND TITLE OF SIGNER (Type or print):  
30c. DATE SIGNED:  
31b. NAME OF CONTRACTING OFFICER (Type or print): Donna Hutton  
31c. DATE SIGNED: 9/17/12

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
0001	<p>statement, the attached proposal dated September 7, 2012, the basic contract and GSA Schedule GS-00F-0033L.                      Delivery: 12/31/2012                      Period of Performance: 09/17/2012 to 12/31/2012</p> <p>Revisions to CPSC Directive 0690.2, CPSC Directive 1300.1 to h, and update standard operating procedures (SOP) for purchase cards and travel cards as described in the attached performance work statement.</p> <p>The total amount of award: \$52,250.00. The obligation for this award is shown in box 26.</p>	1	LO	52,250.00	52,250.00

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 ( <i>Print</i> )		
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c. DATE	42b. RECEIVED AT ( <i>Location</i> )		
			42c. DATE REC'D ( <i>YY/MM/DD</i> )	42d. TOTAL CONTAINERS	

## Performance Work Statement

1. Independently, and not as an agent of the Government, the Contractor shall furnish all necessary personnel, materials, services, and contractor facilities (when the contractor is not working on site at CPSC) to perform the work set forth below; except as provided in Section 6, "Government Furnished Materials."

A. **The contractor shall provide recommended revisions to CPSC Directive 0690.2, CPSC Directive 1300.1 to h, and update standard operating procedures (SOP) for purchase cards and travel cards as described below:**

1. The contractor shall update CPSC's existing standard operating procedures (SOP) for purchase card and travel card cycles to ensure consistency with the documented CPSC and ESC internal controls programs. The updated standard operating procedures shall provide step by step instruction for all major accounting and oversight functions performed by EXFM.
2. The contractor shall review CPSC Directive 0690.2 (Management Accountability and Control), CPSC Directive 1300.1 to h (Travel Directive) and provide recommended revisions using MS Word track changes functionality. The recommendations should update the directive to make it consistent with the latest OMB circulars (including, but not limited to, A-123, A-136, A-11) and related financial statutes. In addition, the recommendations should also make the directive consistent with the recommendations being provided by the contractor as part of the overall internal controls program analysis being performed, particularly standard operating procedures, process controls, and cycle memoranda.

B. The contractor shall provide documentation that is organized, logical and portable. Documents must be written in such a manner that a Federal Government accountant could carry out the internal controls program without assistance. Documentation must be provided in both electronic and hard copy, be portable, and must allow CPSC staff to update documentation after completion of the contract without assistance.

C. All documentation shall be submitted by the Contractor to the Contracting Officer's Representative (COR) for acceptance and approval. The COR will review deliverables within 2 working days of submission and provide the contractor with feedback identifying whether deliverables are acceptable or require revision. If revisions are required, the COR will provide specific information on needed revisions within 2 additional days. The contractor will complete revisions within no longer than 2 days. Revisions will be performed by the contractor at no additional cost. If necessary, this cycle will be repeated until final acceptability is achieved. The documents will be finalized to include any requested additions/deletions proposed by the COR.

**2. Delivery or Performance:**

- a. All deliverables shall be provided to the COR by email and a hard copy per the requirements defined in "reporting requirements."
- b. Deliverables defined in the statement of work shall be delivered in accordance with the following schedule:

Deliverable	Description	Due Date	Recipient
Recommended Revisions to CPSC Directive and SOPs	Documents must include: a) Recommended Revisions to CPSC Directive 0690.2 <u>and CPSC Directive 1300.1 to h (Travel Directive)</u> b) Travel Card SOPs c) Purchase Card SOPs	30 days after award of the task order.	COR
Bi-Weekly Reports	Summary Report on: a) Status of project and new developments b) Problems and proposed solutions c) Opportunities to improve or streamline processes	weekly until completion.	COR

**3. Reporting Requirements.**

The Contractor shall verbally communicate progress daily to the COR and submit the following written reports to the COR:

- a. Weekly Status Reports
  - 1. Format – the status report shall be e-mailed to the COR
  - 2. Content – the report must contain the following:
    - (a) Status of project and new developments
    - (b) Problems and proposed solutions
- b. Deliverables/Final Reports
  - 1. Format: the final written report must be in the following format:
    - (a) Type of cover - heavier than inner pages
    - (b) Table of contents

- (c) Size 8 1/2" x 11"
- (d) Reproducible
- (e) Provide information concerning:
  - (i) The contract pursuant to which the report is prepared and
  - (ii) The name of the Contractor preparing the report pursuant to such contract.
- (f) All final products shall be provided in both hard copy and electronic format readable by MS Office software suite (Excel, Word, and/or PowerPoint) and provided to the COR.
- (g) five hard copies of all performance deliverables defined in the statement of work (excludes bi-weekly status reports)
- (h) The Directive shall be submitted in the format prescribed by CPSC Directive 0661.1 "Policies and Procedures for CPSC Directives," Attachment 0661.1a "Directives Format."

#### **4. PERFORMANCE ASSESSMENT PLAN**

Successful performance will be measured by the three performance objectives and thresholds indicated in paragraph 7 of the contract and shall include the additional objective listed below:

##### **a. Performance Objective**

CPSC Internal Controls Program and assessment meets the requirements of OMB Circular A-123.

##### **b. Performance Threshold**

This criteria shall be met 100% of the time. The threshold is either passed or failed.

**5. Performance Period** – The performance period for this task order shall begin on the effective date (block 31c of task order) and continue through December 31, 2012.

#### **6. Government-Furnished Materials**

The government will provide:

- a. Access to existing CPSC and ESC procedures and audit results,
- b. Read access to relevant financial systems,
- c. Access to CPSC and ESC staff through request of COR, and
- d. On Site facilities – workstation, phone and internet access
- e. A copy of Directive 0661.1, "Policies and Procedures for CPSC Directives" including attachment 0661.1a "Directives Format"



**PROPOSAL**

## Financial, Accounting and Audit-Related Services

Prepared for Consumer Product Safety Commission, September 7, 2012  
RFQ – CPSC-D-12-0004  
Task Order 0003 – Standard Operating Procedure Update Support

Submitted to  
Mrs. Kim Miles  
Division of Procurement Services  
Consumer Product Safety Commission  
4330 East West Highway  
Bethesda, Maryland 20814  
301.504.7018

Submitted by  
MorganFranklin Corporation  
1753 Pinnacle Drive, Suite 1200  
McLean, VA 22102  
703.554.7525

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September 7, 2012

Mrs. Kim Miles  
Division of Procurement Services  
Consumer Product Safety Commission  
4330 East West Highway  
Bethesda, Maryland 20814

**Subject:** RFQ CPSC-D-12-0004 Task Order 0003--Standard Operating Procedure Update Support

Dear Mrs. Miles,

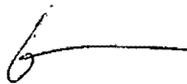
MorganFranklin is pleased to submit our quotation in response to your E-mail RFQ of August 15, 2012 and its revision dated September 5, 2012. Because of our continued interest and commitment to serve CPSC, we are offering discounts similar to that of Task Order 0001. Our Firm Fixed Price of **\$52,250** is our Best Offer and we are confident that we are providing the best value to CPSC.

This tasking will be managed utilizing the MorganFranklin approach and service delivery model explained in the pre-award proposal response we submitted that resulted in award of the Contract. Throughout the life of the project, MorganFranklin will remain focused on proactive interaction and communication with CPSC and commit to consistently surpassing CPSC Management's expectations.

On behalf of the MorganFranklin team, I would like to thank you for this opportunity. We look forward to continuing our work with you on this critically important project. We are prepared to begin work immediately upon issuance of the task order.

If you have any questions regarding our response please contact me at 703.564.7525 or at [erik.ayers@morganfranklin.com](mailto:erik.ayers@morganfranklin.com).

Sincerely,



Erik Ayers  
Vice President, Marketing and Business Development

## Scope of Work

The performance requirements detailed in this section represent the understanding by MorganFranklin (or the Contractor) of the Scope of Services in support of the Performance Work Statement (PWS) for Task Order 0003 of FY 2012 of Contract Award CPSC-D-12-0004.

CPSC has required that the contractor deliver the following documentation by September 30th:

1. Recommended revisions to CPSC Directive 0690.2 (Management Accountability and Control) and CPSC Directive 1300.1 to h (Travel Directive);
2. Updated standard operating procedures (SOP) for purchase card (10 SOPs) and travel card (12 SOPs) processes.

## Project Management

Ms. Raji Sarma will continue to serve as Program Manager (PM). In this role, her responsibilities include, but are not limited to:

- Serving as the coordinating point-of-contact between MorganFranklin and CPSC.
- Providing Task Order technical and management direction:
  - Review of deliverables.
  - General support and coordination to/with the Contracting Officer Technical Representative (COTR) and Government staff (as needed and authorized by the COTR).

## Approach

MorganFranklin will continue to use the SOP documentation process currently used for Task 0001 and work closely with CPSC in executing the required tasks.

## Labor Utilization and Cost Estimate

We have carefully assessed the scope and technical requirements for the referenced task. Documentation is often an iterative process and includes review of existing documentation (if any), walkthroughs, drafting new documentation, validation, quality review and submission of final documentation. We used an average of 18 hours per SOP in the fixed price quote provided in our proposal dated August 23, 2012. As a further sign of our commitment to CPSC, we have reduced the level of effort proposed per SOP to support the efforts needed for the additional deliverable included in the revised SOW.

The table below shows our estimated labor hours for supporting the deliverables requested under this task order and extended pricing using our GSA discounted rates, which reflect significant discounts from our FABS rates.,

<i>Proposed RFO Labor Category</i>	<i>Proposed Hours</i>	<i>GSA Full Rate</i>	<i>Discount</i>	<i>Proposed Labor Rates</i>	<i>Estimated Pricing</i>
Engagement Partner /SME	2	215.37	25.00%	\$161.53	\$323.06
Program Manager / Project Lead	132	191.44	25.00%	\$143.58	\$18,952.56
Senior Associate II	328	134.01	25.00%	\$100.51	\$32,966.46
<b>Total Labor and Pricing Estimate</b>	<b>462</b>				<b>\$52,242.08</b>

## Assumptions

In order to verify that we have a shared understanding of the scope of the tasks to be undertaken and the administration of the services under contract, MorganFranklin developed and presented assumptions as a means to represent a comprehensive approach to completing the requested tasks. These assumptions were communicated in our formal response to the RFP for Contract Award CPSC- D-12-0004 and remain applicable with this submission.

## Proposed Deliverable and Performance period

The PWS requires that the documentation is to be delivered within 30 days after the award of the task order, but no later than September 30, 2012 and the period performance is to end on September 30, 2012. MorganFranklin is unlikely to meet the PWS proposed deliverable schedule due to the availability of the Director of Financial Services, who is CPSC's approval authority and key point of contact for the SOPs to be documented. In addition, limited availability of the Director of Financial Services during the first quarter of FY 2013 (October and November, 2012) requires that we have a longer period of performance for the task order. MorganFranklin proposes the following deliverable schedule:

<i>Deliverable</i>	<i>Due Date</i>	<i>% Total Cost</i>	<i>Date to be Invoiced</i>
Recommended Revisions to CPSC Directive 0690.2	October 31, 2012	20%	11/9/2012
Recommended Revisions to CPSC Directive 1300.1 to h (Travel Directive)	December 21, 2012	10%	12/28/2012
Travel Card Standard Operating Procedures*	December 21, 2012	15%	12/10/2012
		15%	12/28/2012
Purchase Card Standard Operating Procedures*	December 21, 2012	15%	12/10/2012
		15%	12/28/2012
Bi-Weekly Status Reports	Weekly through December	5%	12/28/2012
Wrap-up and close the task	December 31, 2012	5%	1/10/2013

\*SOPs will be delivered, when completed, throughout the performance period.

The period performance will continue through December 31, 2012.

## Acceptance

Our proposal is in complete compliance with the terms and conditions of the requirements of this Request for Quote, with the exceptions to Deliverables as noted above. MorganFranklin's CCR, ORCA, GSA ITSS and TOS registrations are current, accurate and complete.