

2. CONTRACT NO: CPSC-D-13-0001  
 3. AWARD/EFFECTIVE DATE: 09/23/2014  
 4. ORDER NUMBER: 0011  
 5. SOLICITATION NUMBER: CPSC-Q-14-0244  
 6. SOLICITATION ISSUE DATE: 09/15/2014

7. FOR SOLICITATION INFORMATION CALL: Rudi Johnson  
 b. TELEPHONE NUMBER (No collect calls): 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 523  
 BETHESDA MD 20814  
 CODE: FMPS

10. THIS ACQUISITION IS:  UNRESTRICTED OR  SET ASIDE: % FOR:  
 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  
 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 523  
 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: [REDACTED] 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
	DUNS Number: [REDACTED] COR: LI WANG EMAIL: LWANG@CPSC.GOV TEL: (301)504-6963  TASK ORDER 0011 TO DELIVERY CONTRACT CPSC-D-13-0001 IS HEREBY ISSUED TO PROVIDE ALL NECESSARY PERSONNEL, MATERIALS AND SERVICES AS STATED BELOW FOR THE PERFORMANCE PERIOD 25 SEPTEMBER 2014 THROUGH 31 MARCH 2015 IN ACCORDANCE WITH THE ATTACHED STATEMENT OF WORK, (Use Reverse and/or Attach Additional Sheets as Necessary)				

25. ACCOUNTING AND APPROPRIATION DATA: 0100A14DSE-2014-9994700000-EXIT002400-252M0  
 26. TOTAL AWARD AMOUNT (For Govt. Use Only): \$69,562.20

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: \_\_\_\_\_ 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):   
 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: 9/23/14

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
0001	<p>THE CONTRACTOR'S PROPOSAL DATED SEPTEMBER 18, 2014; TERMS AND CONDITIONS OF CPSC-D-13-0001, AND THE GSA SCHEDULE GS-35F-0507Y.</p> <p>THE CONTRACTOR SHALL PROVIDE ALL PERSONNEL, MATERIALS AND SERVICES TO SUPPLY TECHNICAL SUPPORT SERVICES ON TASK TO UPDATE THE BUDGET APPLICATION PROGRAM. THIS UPDATE INCLUDES ALLOCATING PROGRAM FUNDS BY OBJECT CLASS IN ORDER TO DERIVE REPORTS. TO ENABLE THE STRATEGIC GOAL FOLD-UP REPORTS TO BE FUNCTIONS (APPROXIMATELY 8) THE ABILITY TO SIMULTANEOUSLY TRANSMIT DATA FOR MORE THAN ONE PROJECT WHEN PERFORMING BUDGET PLANNING FORMULATIONS, ADDITIONALLY ABILITY FORM "OPEN AND CLOSE" LOCKING FEATURE FOR A PERIOD OF TIME.</p> <p>The total amount of award: \$69,562.20. The obligation for this award is shown in box 26.</p>	1	LO	69,562.20	69,562.20

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      34. VOUCHER NUMBER      35. AMOUNT VERIFIED CORRECT FOR      36. PAYMENT      37. CHECK NUMBER  
 PARTIAL     FINAL       COMPLETE     PARTIAL     FINAL

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

**CPSC-D-13-0001 – Task Order 0011 Budget Application Enhancements  
STATEMENT OF WORK (SOW) Revised 9/16/2014**

**1. DESCRIPTION OF SERVICES**

The contractor shall provide all technical support services to “Update the Budget Application Enhancement” in accordance with the terms and conditions of the delivery order contract CPSC-D-13-0001. The contractor shall perform the work of this task order for the U.S. Consumer Product Safety Commission (CPSC) Headquarters located at 4330 East West Highway Bethesda, Maryland.

**2. TASK ORDER TYPE**

This procurement is a firm-fixed price task order. This is a non-personal services task order.

**3. BACKGROUND AND OBJECTIVE**

Since the late 1990s, OMB has loaded agency accounting data into the Program and Financing (P&F) Schedule of the President’s Budget. This process has improved the quality of accounting and budget data and saved significant workload across the government. OMB is now evaluating whether to handle the Object Class Schedule in a similar manner – by asking agencies to assess their ability to report object class data from their accounting systems.

The passage of the Digital Accountability and Transparency Act (DATA Act), which requires object class reporting, is an important prompt to Budget Data Request No 14-29. OMB and Treasury expect that the “lessons learned”– in conjunction with Treasury’s pilot to test data exchange standards – will be helpful when developing an approach to handle object class reporting in accordance with the DATA Act.

Office of Budget requires enhancement to the budget application in order to comply with Budget Data Request No 14-29. The agency’s ability to report object class data by Treasury Appropriation Fund Symbol (TAFS) as it is impractical at this time to report detailed budgetary accounting data for FY14.

**4. PERFORMANCE WORK STATEMENT**

The contractor shall work independently and not as an agent of the Government, and 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) Implement allocation of program funds to show object class relationships across projects, organizations, fiscal year and strategic goals.
- b) Create reports to reflect new object class views
- c) Updated existing reports listed below to meet the five Fund Levels.
  - i. Program Foldup Report
  - ii. Program Foldup Report by Organization
  - iii. Project Foldup Report
  - iv. Project Foldup Report by Organization

- v. Strategic Goal Foldup Report
  - vi. Strategic Goal Foldup Report by Organization
  - vii. Ad-Hoc Report
  - viii. Operating Cost by Organization
- d) Allow users the ability to simultaneously transmit data for more than one project during budget planning/formulation.
- e) Enhanced “Search” capabilities to include functionality to search by keywords, year, MIS codes, Project Title, Organization, Office Strategic Goal in numeric format, Project Leader.
- f) Implement a Roll Up Report by Organization
- g) Implement a Project Description Report
- h) Implement the ability to “open” and “close” the system with locking features/capabilities and view multiple planning scenarios simultaneously.

**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. Key personnel may be substituted on the project at the discretion of the COR.

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 9/25/2014 through 03/31/2015.

**7. REPORTING AND DELIVERY REQUIREMENTS**

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

<b>CLIN #</b>	<b>Deliverable Name</b>	<b>Due Date and Format (NLT-No Later Than, measured in business days)</b>
1	Project Kick-off Meeting and presentation of high-level schedule, approach for staffing and addressing development and implementation issues	<ul style="list-style-type: none"> <li>• NLT 5 calendar days after contract award</li> </ul>
2	Weekly Project Status Report	<ul style="list-style-type: none"> <li>• First Weekly Report NLT 15 calendar</li> </ul>

CLIN #	Deliverable Name	Due Date and Format (NLT-No Later Than, measured in business days)
		<ul style="list-style-type: none"> <li>days after contract award</li> <li>• Every Tuesday (covering the previous calendar week) except in weeks where a monthly progress report is due</li> </ul>
3	Monthly Project Status Report	<ul style="list-style-type: none"> <li>• 4 weeks after award, then monthly (NLT 5<sup>th</sup> of month)</li> </ul>
4	Initial Project Schedule, WBS and Project Management Plan to include but not limited to Risk Management Plan, Requirements Management Plan, Communications Management Plan, Configuration Management Plan	<ul style="list-style-type: none"> <li>• NLT 30 calendar days after contract award</li> </ul>
5	Final Project Schedule and WBS	<ul style="list-style-type: none"> <li>• NLT 10 calendar days after completion of Requirements analysis</li> </ul>
6	Requirements documentation and Integrated Baseline Review	<ul style="list-style-type: none"> <li>• NLT 65 calendar days after contract award</li> </ul>
7	Software Application Test Scripts	<ul style="list-style-type: none"> <li>• NLT 115 calendar days after contract award</li> </ul>
8	User Acceptance Test Results	<ul style="list-style-type: none"> <li>• NLT 140 days after contract award</li> </ul>
9	Updated Software Application System Guide	<ul style="list-style-type: none"> <li>• NLT 150 days after contract award</li> </ul>
10	Final reports deployment	<ul style="list-style-type: none"> <li>• NLT 170 days after contract award</li> </ul>

## 8. GOVERNMENT FURNISHED PROPERTY

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 need to perform this task.

- a) Travel is not required to complete the effort under this task order.

## 9. LC 5 Contracting Officer's Representative (COR) Designation

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

Name: Li Wang  
Division: Department of IT Services  
Telephone: 301-504- 6963  
Email: lwang@cpssc.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.

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.