

2. CONTRACT NO. NNG07DA32B  
 3. AWARD/EFFECTIVE DATE: 09/09/2014  
 4. ORDER NUMBER: CPSC-F-14-0079  
 5. SOLICITATION NUMBER: CPSC-Q-14-0238  
 6. SOLICITATION ISSUE DATE: 08/20/2014

7. FOR SOLICITATION INFORMATION CALL: **Rudi Johnson**  
 a. NAME: Rudi Johnson  
 b. TELEPHONE NUMBER: 301-504-7028  
 8. 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: % 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: GOVCONNECTION INC  
 7503 STANDISH PLACE  
 ROCKVILLE MD 20855-2731  
 CODE: [REDACTED] FACILITY CODE: [REDACTED]

18a. PAYMENT WILL BE MADE BY: CPSC Accounts Payable Branch  
 AMZ 160  
 P. O. Box 25710  
 Oklahoma City OK 73125  
 CODE: FMPS

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
0001	DUNS Number: [REDACTED] CONTRACTING OFFICER REPRESENTATIVE COR: DENNIS SUSKI TEL: 301-504-6724 EMAIL: DSUSKI@CPSC.GOV  CONTRACTOR SHALL PROVIDE THE FOLLOWING ARUBA WIRELESS HARDWARE AS DESCRIBED HEREIN.  P/N: 13412805 Manuf. Part# 3600-USF1 Continued ... (Use Reverse and/or Attach Additional Sheets as Necessary)	4	EA	8,954.79	35,819.16

25. ACCOUNTING AND APPROPRIATION DATA: 0100A14DSE-2014-9994500000-EXIT002400-311E0  
 26. TOTAL AWARD AMOUNT (For Govt. Use Only): \$177,675.05

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: 9/10/14

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
0002	ARUBA 3600 (0 AP SUPPORT) US FIPS / TAA Aruba Networks, Inc. CLIN:100814 COO:UNK This line is quoted as On Contract. EPEAT: Energy Star: TAA Verification Needed  P/N: 7301201 Manuf. Part# PC-AC-NA AC Power Cord (North America Version) Aruba Networks, Inc. CLIN:100815 COO:UNK This line is quoted as On Contract. EPEAT: Energy Star: TAA Verification Needed	4	EA	0.00	0.00
0003	P/N: 13933555 Manuf. Part# SFP-LX Aruba SFP - 1000Base-LX, LC connector Aruba Networks, Inc. CLIN:100816 COO:UNK This line is quoted as On Contract. EPEAT: Energy Star: TAA Verification Needed	8	EA	385.18	3,081.44
0004	P/N: 15708829 Manuf. Part# AP-220-MNT-W2 Aruba 220 Series Access Point Mount Kit (box style, secure, flat surface).Contains 1x flat surface wall / ceiling secure mount cradle. Aruba Networks, Inc. CLIN:100817 COO:UNK This line is quoted as On Contract. EPEAT: Energy Star: TAA Verification Needed  Continued ...	80	EA	44.80	3,584.00

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    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

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
NNG07DA32B/CPSC-F-14-0079PAGE OF  
3 12NAME OF OFFEROR OR CONTRACTOR  
GOVCONNECTION INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0005	Manuf. Part# AP-225-F1 Aruba AP-225 Wireless Access Point, 802.11n / ac, 3x3:3, dual radio, integrated antennas, FIPS / TAA compliant Aruba Networks, Inc. CLIN:100818 COO:UNK This line is quoted as On Contract. EPEAT: Energy Star: TAA Verification Needed	80	EA	892.80	71,424.00
0006	P/N: 14246298 Manuf. Part# LIC-64-AP Access Point License (64 Access Point License) Aruba Networks, Inc. CLIN:100819 COO:US This line is quoted as On Contract. EPEAT: Energy Star: TAA	1	EA	2,579.84	2,579.84
0007	P/N: 10811632 Manuf. Part# LIC-16-AP Access Point License (16 Access Point License) Aruba Networks, Inc. CLIN:100820 COO:US This line is quoted as On Contract. EPEAT: Energy Star: TAA	1	EA	716.63	716.63
0008	P/N: 11297583 Manuf. Part# LIC-4-AP Access Point License (4 Access Point License) Aruba Networks, Inc. CLIN:100821 COO:US This line is quoted as On Contract. EPEAT: Energy Star: TAA	1	EA	179.16	179.16
0009	P/N: 13706774 MANUF. PART# LIC-PEFNG-64 Policy Enforcement Firewall (64 AP License) Aruba Networks, Inc. CLIN:100822 COO:US This line is quoted as On Contract. EPEAT: Energy Star: TAA	1	EA	2,269.31	2,269.31
0010	P/N: 11931249 MANUF. PART# LIC-PEFNG-16 Policy Enforcement Firewall (16 AP License) Aruba Networks, Inc. CLIN:100823 COO:US This line is quoted as On Contract. EPEAT: Energy Star: TAA	1	EA	627.05	627.05
0011	P/N: 13736543 MANUF. PART# LIC-PEFNG-4 Policy Enforcement Firewall (4 AP License) Aruba Networks, Inc. CLIN:100824 COO:US This line is quoted as On Contract. EPEAT: Energy Star: TAA	1	EA	173.18	173.18
0012	MANUF. PART# LIC-RFP-64 RFP License (WIP+Spectrum) (64 APs) Aruba Continued ...	1	EA	1,809.47	1,809.47

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
NNG07DA32B/CPSC-F-14-0079PAGE OF  
4 12NAME OF OFFEROR OR CONTRACTOR  
GOVCONNECTION INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Networks, Inc. CLIN:100825 COO:US This line is quoted as On Contract. EPEAT: Energy Star: TAA				
0013	P/N: 13706782 MANUF. PART# LIC-RFP-16 RFP License (WIP+Spectrum) (16 APs) Aruba Networks, Inc. CLIN:100826 COO:US This line is quoted as On Contract. EPEAT: Energy Star: TAA	1	EA	501.65	501.65
0014	P/N: 14979766 MANUF. PART# LIC-RFP-4 RFP License (WIP+Spectrum) (4 APs) Aruba Networks, Inc. CLIN:100827 COO:US This line is quoted as On Contract. EPEAT: Energy Star: TAA	1	EA	143.33	143.33
0016	MANUF. PART# AW-100 AirWave Wireless Management Suite Software for a single server managing up to 100 devices Aruba Networks, Inc. CLIN:100828 COO:US This line is quoted as On Contract. EPEAT: Energy Star: TAA	1	EA	5,371.68	5,371.68
0017	P/N: 14008134 MANUF. PART# CP-VA-500 ARUBA CLEARPASS 500 VIRTUAL APPLIANCE Aruba Networks, Inc. CLIN:100829 COO:UNK This line is quoted as On Contract. EPEAT: Energy Star: TAA Verification Needed	2	EA	3,881.71	7,763.42
0018	MANUF. PART# LIC-CP-EN-500 ENTERPRISE LICENSE 500 ENDPOINTS Aruba Networks, Inc. CLIN:100830 COO:US This line is quoted as On Contract. EPEAT: Energy Star: TAA	1	EA	12,093.00	12,093.00
0020	MANUF. PART# SN1-3600-USF1 NEXT-DAY SUPPORT FOR 3600-USF1 (1 YEAR) Aruba Networks, Inc. CLIN:100831 COO:US This line is quoted as On Contract. EPEAT: Energy Star: TAA	4	EA	2,052.16	8,208.64
0021	MANUF. PART# SN1-LIC-64-AP ARUBACARE SUPPORT FOR LIC-64-AP (1 YEAR) Aruba Networks, Inc. CLIN:100832 COO:US This line is quoted as On Contract. EPEAT: Energy Star: TAA	1	EA	591.22	591.22
	Continued ...				

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
NNG07DA32B/CPSC-F-14-0079PAGE OF  
5 12NAME OF OFFEROR OR CONTRACTOR  
GOVCONNECTION INC

ITEM NO (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0022	MANUF. PART# SN1-LIC-16-AP ARUBACARE SUPPORT FOR LIC-16-AP (1 YEAR) Aruba Networks, Inc. CLIN:100833 COO:US This line is quoted as On Contract. EPEAT: Energy Star: TAA	1	EA	166.13	166.13
0023	MANUF. PART# SN1-LIC-4-AP SUPPORT FOR LIC-4-AP (1 YEAR) Aruba Networks, Inc. CLIN:100834 COO:US This line is quoted as On Contract. EPEAT: Energy Star: TAA	1	EA	38.02	38.02
0024	MANUF. PART# SN1-LIC-PEFNG-64 ARUBACARE SUPPORT FOR LIC-PEFNG-64 (1 YEAR) Aruba Networks, Inc. CLIN:100835 COO:US This line is quoted as On Contract. EPEAT: Energy Star: TAA	1	EA	517.92	517.92
0025	MANUF. PART# SN1-LIC-PEFNG-16 ARUBACARE SUPPORT FOR LIC-PEFNG-16 (1 YEAR) Aruba Networks, Inc. CLIN:100836 COO:US This line is quoted as On Contract. EPEAT: Energy Star: TAA	1	EA	142.10	142.10
0026	MANUF. PART# SN1-LIC-PEFNG-4 ARUBACARE SUPPORT FOR LIC-PEFNG-4 (1 YEAR) Aruba Networks, Inc. CLIN:100837 COO:US This line is quoted as On Contract. EPEAT: Energy Star: TAA	1	EA	39.09	39.09
0027	MANUF. PART# SN1-LIC-RFP-64 ARUBACARE SUPPORT FOR LIC-RFP-64 (1 YEAR) Aruba Networks, Inc. CLIN:100838 COO:US This line is quoted as On Contract. EPEAT: Energy Star: TAA	1	EA	415.32	415.32
0028	P/N: 15460114 MANUF. PART# SN1-LIC-RFP-16 ARUBACARE SUPPORT FOR LIC-RFP-16 (1 YEAR) Aruba Networks, Inc. CLIN:100839 COO:US This line is quoted as On Contract. EPEAT: Energy Star: TAA	1	EA	117.27	117.27
0029	MANUF. PART# SN1-LIC-RFP-4 ARUBACARE SUPPORT FOR LIC-RFP-4 (1 YEAR) Aruba Networks, Inc. CLIN:100840 COO:US This line is quoted as On Contract. EPEAT: Energy Star: TAA Continued ...	1	EA	34.20	34.20

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
NNG07DA32B/CPSC-F-14-0079PAGE OF  
6 12NAME OF OFFEROR OR CONTRACTOR  
GOVCONNECTION INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0031	MANUF. PART# SA1-AW-100 SUPPORT FOR AW-100 (1 YEAR)** TRUSTED PRODUCT ** Aruba Networks, Inc. CLIN:100841 COO:US This line is quoted as On Contract. EPEAT: Energy Star: TAA	1	EA	1,583.09	1,583.09
0032	P/N: 15571906 MANUF. PART# SA1-CP-VA-500 SUPPORT FOR CP-VA-500 (1 YEAR)** TRUSTED PRODUCT ** Aruba Networks, Inc. CLIN:100842 COO:US This line is quoted as On Contract. EPEAT: Energy Star: TAA	2	EA	1,143.34	2,286.68
0033	MANUF. PART# SA1-LIC-CP-EN-500 NBD SUPPORT FOR LIC-CPEN-500 (1 YEAR)** TRUSTED PRODUCT ** Aruba Networks, Inc. CLIN:100843 COO:US This line is quoted as On Contract. EPEAT: Energy Star: TAA	1	EA	1,583.09	1,583.09
0034	MANUF. PART# PROGZQN313550 Consultation for the integration of Aruba ClearPass & Airwave Management modules including, but not limited to, two days remote consulting and engineering support, three days on-site consulting and engineering support, documentation of implementation and knowledge transfer, review of existing network, and configuration of new network; performed by a Principal Network Engineer GovConnection, Inc. CLIN:100974 COO:US This line is quoted as On Contract. EPEAT: Energy Star: TAA	1	EA	11,500.00	11,500.00
0035	MANUF. PART# PROGZPN313550 Project Management of the integration of Aruba ClearPass & Airwave Management modules by Project Manager GovConnection, Inc. CLIN:100975 COO:US This line is quoted as On Contract. EPEAT: Energy Star: TAA	1	EA	520.00	520.00
0036	P/N: 15454777 MANUF. PART# TRAVELZ Travel expenses based on current Government rates for per diem and transportation. Any other travel Continued ...	1	EA	1,000.00	1,000.00

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
 NNG07DA32B/CPSC-F-14-0079

PAGE OF  
 7 12

NAME OF OFFEROR OR CONTRACTOR  
 GOVCONNECTION INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0037	SEWP Fee CLINE-SEWPZ	1	LO	795.96	795.96
<p>cost related to an order fulfillment; e.g. installation, shall be negotiated on a per order basis, in accordance with FAR 31.205-46 Travel costs GovConnection, Inc. CLIN:TRAVELZ COO:US This line is quoted as On Contract. EPEAT: Energy Star: TAA</p>					
<p>The total amount of award: \$177,675.05. The obligation for this award is shown in box 26.</p>					

**CPSC-F-14-0079**

**LC1A CONTRACTOR'S NOTE**

Deliveries and/or shipments shall not be left at the Loading Dock. **All deliveries shall be considered "inside deliveries"** to the appropriate room at the Consumer Product Safety Commission (CPSC) and in accordance with the instructions below. When scheduling deliveries the purchase order number shall always be referenced and all packages shall clearly display the Purchase Order Number on the outside of the cartons and/or packages, to include the packing slip.

**ATTENTION GOVERNMENT VENDOR**

**A. DELIVERY INSTRUCTIONS:**

**1. DELIVERY INSTRUCTIONS FOR LARGE OR HEAVY ITEMS:**

If the shipment or item being delivered requires use of a loading dock, advance notification is required. The contractor shall contact the Shipping and Receiving Coordinator at 240-477-5389 or Ralph King (301) 504-7113, forty-eight (48) hours in advance of the date the items are to arrive to schedule use of the loading dock.

**LOADING DOCK HOURS OF OPERATION:**

9:00 am to 11:00 am or 1:30 pm to 4:00 pm  
Monday through Friday (except holidays)

Please notify contact person if there is a change in the delivery date. For changes, delays, or assistance please contact CPSC as follows:

Facilities Management Support Services (301) 504-7091  
And COR Mr. Dennis Suski @ (301)504-6724

Upon arrival, the driver should contact the CPSC Guard, 301-504-7721, at the loading dock to obtain assistance in using freight elevators and to gain access to CPSC security areas.

**2. DELIVERY INSTRUCTION FOR SMALL ITEMS**

When delivering or shipping small items, the contractor and/or carrier service shall report to the 4th floor lobby, North Tower, 4330 East West Highway, to sign in with the CPSC guard. Upon completion of signing in, the contractor shall deliver all shipments to the Mail Room, Room 415. After delivery, delivery personnel shall promptly depart the building.

MAIL ROOM HOURS OF OPERATION:

Monday through Friday (except holidays) – 7:30 am to 5:00 pm

**B. 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 or 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**

Enterprise Service Center, c/o CPSC, Accounts Payable Branch, AMZ-160  
PO Box 25710  
Oklahoma City, Ok. 73125

**FEDEX**

Enterprise Service Center, c/o CPSC, Accounts Payable Branch, AMZ-160  
6500 S. MacArthur Blvd.  
Oklahoma City, Ok. 73169

OR

Via email to:

[9-AMC-AMZ-CPSC-Accounts-Payable@faa.gov](mailto: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 (ESC), Office of Financial Operations, Federal Aviation Administration (FAA) in Oklahoma City, 405-954-1693.

**C. PAYMENT**

Payment will be made as close as possible to, but not later than, the 30<sup>th</sup> 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 Caleb Pierce at 405-954-1693 or at the U.S. Mail and Fedex addresses listed above:

Complaints related to the late payment of an invoice should be directed to Ricky Woods at the same the same address (above) or 405-954-5351.

Customer Service inquiries may be directed to Adriane Clark at [AClark@cpsc.gov](mailto: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 –Rudi Murray-Johnson at (301) 504-7028

## 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 425). 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.

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

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

Name: Denis Suski  
Division: Information and Technology Systems  
Telephone: 301-504-6724  
Email: dsuski@cpsc.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.

e. 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.