

2. CONTRACT NO.: CPSC-D-13-0001
 3. AWARD/EFFECTIVE DATE: 09/19/2016
 4. ORDER NUMBER: 0026
 5. SOLICITATION NUMBER:
 6. SOLICITATION ISSUE DATE:

7. FOR SOLICITATION INFORMATION CALL: Rudi Johnson
 8. TELEPHONE NUMBER (No collect calls): 301-504-7028
 9. 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 839-23
 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
 CODE: [REDACTED] FACILITY CODE:
 TELEPHONE NO: (703) 643-1628

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] CONTRACTING OFFICER REPRESENTATIVE (COR) SHINY VARGHESE TEL: 301-504-7542 EMAIL: SVARGHESE@CPSC.GOV THIS TASK ORDER 0026 TO DELIVERY ORDER CONTRACT CPSC-D-13-0001 IS HEREBY ISSUED TO PROVIDE ALL NECESSARY PERSONNEL, MATERIALS AND SERVICES AS STATED HEREIN FOR THE PERFORMANCE PERIOD EFFECTIVE SEPTEMBER 26, 2016 THROUGH MARCH 25, (Use Reverse and/or Attach Additional Sheets as Necessary)				

25. ACCOUNTING AND APPROPRIATION DATA: 0100A16DSE-2016-9994700000-EXIT002400-252M0
 26. TOTAL AWARD AMOUNT (For Govt. Use Only): \$58,231.16

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: [REDACTED]
 31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER): [Signature]
 30b. NAME AND TITLE OF SIGNER (Type or print):
 30c. DATE SIGNED:
 31b. NAME OF CONTRACTING OFFICER (Type or print): Eddie Ahmad
 31c. DATE SIGNED: 9/20/16

19 ITEM NO	20. SCHEDULE OF SUPPLIES/SERVICES	21 QUANTITY	22 UNIT	23 UNIT PRICE	24 AMOUNT
0001	<p>2017 IN ACCORDANCE WITH THE ATTACHED PERFORMANCE WORK STATEMENT (PWS), THE CONTRACTOR'S PROPOSAL DATED SEPTEMBER 19, 2016, TERMS AND CONDITIONS OF CSPC-D-13-0001 AND THE GSA SCHEDULE GS-35F-0507Y.</p> <p>THE CONTRACTOR SHALL PROVIDE SENIOR PROGRAMMER(S) TO SUPPLY TECHNICAL SUPPORT SERVICES TO VERIFY AND EVALUATE PREVIOUSLY GATHERED REQUIREMENTS FOR INCORPORATING INTEGRATED FIELD SYSTEM (IFS) INTO DYNAMIC CASE MANAGEMENT SYSTEM (DCM).</p> <p>The total amount of award: \$58,231.16. The obligation for this award is shown in box 26.</p>	1	LO	58,231.16	58,231.16

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

REQUIREMENTS ANALYSIS FOR DCM/IFS INTEGRATION
PERFORMANCE WORK STATEMENT
CPSC-D-13-0001/TASK ORDER 0026

1. INTRODUCTION

The U.S. Consumer Product Safety Commission (CPSC) is charged with protecting the public from unreasonable risks of serious injury or death from thousands of types of consumer products under the Commission's jurisdiction. The CPSC is committed to protecting consumers and families from products that pose a fire, electrical, chemical, or mechanical hazard or can injure children. The CPSC's work to ensure the safety of consumer products - such as toys, cribs, power tools, cigarette lighters, and household chemicals - contributed significantly to the 30 percent decline in the rate of deaths and injuries associated with consumer products over the past 30 years.

The Agency has jurisdiction over 15,000 types of consumer products, from automatic-drip coffee makers to toys to lawn mowers. Some types of products, however, are covered by other federal agencies. For example: cars, trucks and motorcycles are covered by the Department of Transportation; foods, drugs, and cosmetics are covered by the Food and Drug Administration; and alcohol, tobacco and firearms are within the jurisdiction of the Department of the Treasury.

CPSC works to reduce the risk of injuries and deaths from consumer products by:

1. Developing voluntary standards with industry;
2. Issuing and enforcing mandatory standards; banning consumer products if no feasible standard would adequately protect the public;
3. Obtaining the recall of products via refund or arranging for their repair or replacement;
4. Conducting research on potential product hazards; and
5. Informing and educating consumers through the media, international, federal, state and local governments, private organizations, and by responding to consumer inquiries.

The Office of Information and Technology Services (EXIT) is charged with ensuring the Commission and its staff have all applicable tools and infrastructure required to execute their duties. The Contractor shall perform the work of this task order for the CPSC as described below.

2. TASK ORDER

This procurement is a firm-fixed price, performance based task order. This is a non-personal services requirement.

3. BACKGROUND

This project is being initiated to verify and evaluate previously gathered requirements for incorporating Integrated Field System (IFS) into Dynamic Case Management System (DCM). DCM is built using Appian, a commercial off-the-shelf business process management platform. Currently the DCM has the following components already incorporated: Unregulated Case Management (Section 15), Product Safety Assessment (PSA) and Company Management. This requirements validation effort is in preparation of integrating additional IFS functionality such as Regulated Case Management, Sample and Assignment Management into the DCM platform.

In addition to validating the existing requirements, this project will also include gathering any additional requirements for incorporating IFS into DCM. The code that was previously developed in Appian must be evaluated to determine what can be reused. Based on the validated requirements, any new requirements, and code that can be reused, a cost estimate must be developed for implementing IFS functionality in DCM.

4. SERVICES AND PRICES:

The contractor shall propose cost for the services as described herein in accordance with CLIN 0006 to successfully complete the task order described herein.

5. OBJECTIVES:

A. The objective of this acquisition is to obtain services from the contractor to:

1. Verify, validate, and prioritize based on user requests of the existing requirements for incorporating IFS functionality into DCM;
2. Identify requirements and gaps for any new functionality;
3. Assess how much of development that was completed previously in Appian that can be reused;
4. Develop a cost estimate for implementing IFS functionality in DCM.

6. DESCRIPTION OF WORK:

A. The contractor shall act independently and not as an agency of the Government, the contractor shall furnish all necessary personnel, materials, and services to perform the work described herein below:

B. The contractor shall conduct meetings with CPSC staff and users in order to refine and clarify the requirements for integrating IFS into the DCM system.

C. The contractor shall create a Software Requirements Specification document, including business processes diagramed and submit it to CPSC IT Technical Team for review and approval. The requirements shall identify basic near term capabilities and future development opportunities. After inspection of previously developed code in Appian the Contractor shall also produce a document that outlines the code that can be re-used as well as a cost estimate for implementing IFS functionality in DCM.

6. CONTRACTOR QUALIFICATIONS

A. The contractor personnel performing the work shall have a minimum of five (5) years' experience in their respective subject matter area of expertise except where a toolset may not have had a 5 year lifespan.

B. The contractor personnel shall also have technical skills in:

- Business Analysis
- Appian
- Data integration

- Systems integration
- Business Workflow documenting
- User access interface design
- Web application development
- Technical writing

C. Any and all Contractor partners (subcontractors) shall possess the same, or higher, contractor qualifications.

7. INSPECTION AND ACCEPTANCE

A. The Government will inspect the work for both quality and timeliness and notify the contractor regarding problems and any corrections needed. The contractor shall be notified in writing of the problems with the work and the contractor shall provide an acceptable correction, correction plan or recommendations

B. All work described in the PWS to be delivered under this contract is subject to final inspection, approval and acceptance by an authorized representative of the Government. The authorized representative of the Government is the Government's COR, who is responsible for inspection, approval and acceptance of all services, materials, or supplies to be provided by the Contractor.

8. PERIOD OF PERFORMANCE

The period of performance shall be effective September 26, 2016 through March 25, 2017.

9. PLACE OF PERFORMANCE

The performance location for work in this task order shall be CPSC headquarters located at 4330 East West Highway Bethesda, Maryland 20814.

10. REPORTING AND DELIVERY REQUIREMENTS

A. The contractor shall submit all required report(s)/deliverables, to the COR via electronic mail, in accordance with the schedule outlined below. All reports shall

reference and cite the contract and task order number.

B. The Government will apply the following general inspection standards to the reporting and delivery requirements:

- Meeting designated schedule dates.
- Submission of all deliverables as specified.
- Ability to control and deliver quality artifacts and products.

C. The Government will inspect the work for both quality and timeliness, and notify the contractor regarding problems and any corrections needed within 5 business days after receipt of deliverables. The contractor shall be notified in writing of the problems with the work and the contractor shall provide an acceptable correction, correction plan or recommendation within 5 business days after notification.

The following deliverable items shall be performed and delivered in accordance with the following schedule:

TASK #	Deliverable Name	Deliverable Description	Due Date and Format (NLT-No Later Than, measured in calendar days)
1	Task Kick-Off Meeting	<ul style="list-style-type: none"> • A meeting between the Contractor, and CPSC Contracting Officer's Representative • CPSC will utilize the Project Kick-Off Checklist to drive the meeting and deliverable outcome 	<ul style="list-style-type: none"> • NLT 7 calendar days after contract award
2	Project Schedule	<ul style="list-style-type: none"> • A document listing the project's milestones, activities, and deliverables, with intended start and finish 	<ul style="list-style-type: none"> • NLT 5 calendar days after contract award

TASK #	Deliverable Name	Deliverable Description	Due Date and Format (NLT-No Later Than, measured in calendar days)
		dates, dependencies and listing of resources. The format shall be MS Project, and the Project Schedule (WBS) checklist will be applied to the schedule by the government as a means of assessing and accepting the quality of the project schedule.	
3	Requirement Specification document	<ul style="list-style-type: none"> Updated requirements specification document including any new requirements for IFS integration into DCM. 	<ul style="list-style-type: none"> Per project schedule
4	Code Review result	<ul style="list-style-type: none"> Document listing the result of code review conducted including the areas of the code that can be re-used. 	<ul style="list-style-type: none"> Per project schedule
5	Cost Estimate	<ul style="list-style-type: none"> Document listing the cost estimate breakdown for implementing IFS functionality into DCM. 	<ul style="list-style-type: none"> Per project schedule

11. GOVERNMENT-FURNISHED PROPERTY

The Government will provide the following items(s) of Government property to the

Contractor for use in the performance of this contract. The Contractor shall be responsible and accountable for all government property; either furnished or acquired, and ensure that this property is within their possession and control until formal return to CPSC, upon completion of the contract performance period. The following item(s) of Government property are hereby furnished to the Contractor:

The Government will supply the following items:

- Computer hardware and software
- Physical office space
- Laptops with CPSC network and internet access (the Contractor shall not access the CPSC network or systems with Contractor hardware)
- Maintenance procedures
- CPSC Systems Development Lifecycle (SDLC)
- Microsoft Team Foundation Server (TFS)

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

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

Name: Shiny Varghese

Division: The Office of Information and Technology Services (EXIT)

Telephone: 301-504-7542

Email: svarghese@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.