

Office Secretary

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

1. REQUISITION NUMBER
REQ-2400-11-0306

PAGE OF
1 7

2. CONTRACT NO.
CPSC-D-06-0002

3. AWARD/
EFFECTIVE DATE
09/26/2011

4. ORDER NUMBER
0012

5. SOLICITATION NUMBER
CPSC-Q-11-0198

6. SOLICITATION
ISSUE DATE
09/02/2011

7. FOR SOLICITATION
INFORMATION CALL:

a. NAME
Rudi Johnson

b. TELEPHONE NUMBER
(No collect calls)
301-504-7028

8. OFFER DUE DATE/LOCAL TIME
ET

9. ISSUED BY
CODE FMPS
CONSUMER PRODUCT SAFETY COMMISSION
DIV OF PROCUREMENT SERVICES
4330 EAST WEST HWY
ROOM 517
BETHESDA MD 20814

10. THIS ACQUISITION IS
 UNRESTRICTED OR SET ASIDE: 100.00 % FOR:
 SMALL BUSINESS EMERGING SMALL BUSINESS
 HUBZONE SMALL BUSINESS SOLE SOURCE
NAICS: 541511
SIZE STANDARD:
\$21.0
 SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS (A)

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
CODE EXIT
CONSUMER PRODUCT SAFETY COMMISSION
OFFICE OF INFORMATION SERVICES
4330 EASTWEST HIGHWAY
ROOM 706
BETHESDA MD 20814

18. ADMINISTERED BY
CODE FMFS
CONSUMER PRODUCT SAFETY COMMISSION
DIV OF PROCUREMENT SERVICES
4330 EAST WEST HWY
ROOM 517
BETHESDA MD 20814

17a. CONTRACTOR/OFFEROR
CODE
FACILITY CODE
VISUAL INFORMATION SYSTEM INC
ATTN VINH Q NGUYEN
8901 TRIPLE RIDGE RD
FAIRFAX STATION VA 22039-3004
TELEPHONE NO. (703) 643-1628

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

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
	Project Officer: Lynn Lemont 301-504-7234 llemont@cpsc.gov Task Order 0012 to contract CPSC-D-06-0002 is hereby issued to provide all necessary personnel, materials and services required to provide a senior level database and application computer programmer to provide the following services for the period of performance effective 26 September (Use Reverse and/or Attach Additional Sheets as Necessary)				

25. ACCOUNTING AND APPROPRIATION DATA
0100A11DIT20111332800000EXFM002400 252M0

26. TOTAL AWARD AMOUNT (For Govt. Use Only)
\$410,629.23

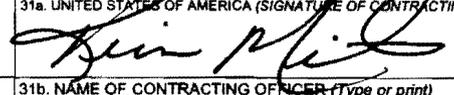
27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA ARE ARE NOT ATTACHED.
 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA ARE ARE NOT ATTACHED.

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 HEREIN.

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

30b. NAME AND TITLE OF SIGNER (Type or print)
VINH Q. NGUYEN - PRESIDENT
30c. DATE SIGNED
9/26/11

31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)

31b. NAME OF CONTRACTING OFFICER (Type or print)
Kim Miles
31c. DATE SIGNED
9-26-11

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
0001	<p>2011 through March 02, 2012 in accordance with the attached Statement of Work dated 9/13/2011, CPSC-D-06-0002, and Attachment A (contractor's task break out).</p> <p>Contractor shall provide all necessary personnel, materials and services required to perform the following:</p> <p>Content Migration of static HTML pages as part of website redesign.</p>	3267	HR	125.69	410,629.23

32a. QUANTITY IN COLUMN 21 HAS BEEN RECEIVED INSPECTED NOTED: _____ ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS

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
<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> 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 (<i>Print</i>)	
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c. DATE	42b. RECEIVED AT (<i>Location</i>)	
			42c. DATE REC'D (YY/MM/DD)	42d. TOTAL CONTAINERS

STATEMENT OF WORK

Content Migration Supplemental Support:

CPSC Website Redesign-Rev 9/13/11

1. Description of Services:

The contractor shall provide support services for Content Migration as part of Consumer Product Safety Commission (CPSC) website redesign.

2. Task Order:

This is a task order under the existing firm-fixed price fully loaded hourly rate for the hours that are indicated on the schedule of services/supplies.

3. Background:

In the summer of 2010, the U.S. Consumer Product Safety Commission (CPSC) began a two-pronged public website redesign process by 1) redesigning the look and feel of its website – cpsc.gov, and 2) undertaking a content management system (CMS) selection and deployment. Over the past year, the new design has been adopted and applied to a portion of cpsc.gov's 16,000 pages, which will be migrated from the current site into the CMS by September 2011. CPSC anticipates that it will require additional support to migrate some 8,000 static HTML pages and PDF files into its CMS, and thus the Commission seeks contractor support to manually migrate these pages into the EPiServer CMS.

4. Objectives:

CPSC has a planned approach to content migration, based on consistency of content formatting and ability to automate the process. The portions of pages to be migrated through the existing CPSC project are deemed to be straightforward, and well-formatted (i.e. consistently structures) content. The pages that CPSC anticipates the contractor will migrate are static HTML pages that are of inconsistent type and inconsistent HTML formatting (i.e. they do not lend themselves to automation). As a result, manual migration is anticipated.

5. Performance Work Statement:

The contractor shall work independently, and not as an agent of the Government, the contractor shall furnish all necessary personnel, materials, services, and facilities to perform the work set forth below; except in Section 7, "Government Furnished Equipment/Supplies."

Support Services that will be performed under this task may include, but are not necessarily limited to, the following:

a. Content Cleaning

The contractor shall clean existing content of all content formats and HTML/CSS tags prior to placement in the CMS. The cleaned content shall be stored in a Microsoft Access database or other format deemed suitable for content storage by CPSC. The contractor shall be responsible for cleaning content, but ensuring it continues to preserve select markups where appropriate. For example, images may be stripped of the actual HTML/CSS tags, but the ALT tags required to make images compliant with Section 508 shall be maintained in a manner that allows them to be easily migrated into the CMS. CPSC estimates that 2,500 pages will need to have content cleaned. The remainder of the pages (around 6,000) are PDF files that will need to be migrated, but do not require cleanup.

b. Content Move, Metadata Assignment, and Link Updates

i) Content Move: The contractor shall complete the move of information from the current cpsc.gov site into the new CMS.

ii) Metadata assignment: Following information removal to the CMS, where necessary, add metadata tags to the content by leveraging the CMS template(s). Metadata tags may include values for items such as content author, content creation date, subject, description, archive date, record type, related items, and next review date. CPSC shall provide the metadata tagging strategy, but the contractor shall be responsible for identifying the values and entering them into the CMS based on the CPSC-outlined strategy.

iii) Link Updates: Once content is migrated from the current cpsc.gov site into the CMS and published via the new site directory structure, most of the hyperlinks contained within the body of the content will break. The contractor shall fix these links manually and validate they are properly working through a testing process. Links to PDFs will also need to be created, and the contractor shall accomplish this by linking pages within the CMS to the migrated PDF files.

c. Content Validation

The purpose of content validation is to ensure that the technical or manual migration was successful. The contractor shall be responsible for validating on a per-unit basis that content has been properly migrated into the CMS by publishing the content (i.e. using the CMS to promote the content from a staging environment into production, this viewing the content and ensuring its completely migrated when compared to the old content page). Pilot testing and validation shall be outlined by CPSC prior to the content move and metadata assignment beginning.

The contractor shall perform validation of content for items such as blow-outs (where content, images, or tables extend beyond the area they are meant to be within), strange wrapping of text (for instance in titles), graphical elements from the old site that do not appear correctly in the new site, elements that have disappeared (it's useful to look at both side-by-side), elements that were prominent in the old content that have lost their prominence (for instance headers), log the issues, resolve them, and note the resolution within the issue tracker provided by CPSC.

In instances where no clear fix is available, or it appears that the ill results are a by-product of the CMS and not the content migration, the contractor shall escalate the issue to the CPSC project manager for root-cause determination and the development of a resolution plan.

d. Web Redirects

CPSC anticipates that as a result of migration into the new CMS, at a minimum the URLs will change to reflect a new directory structure. Compounding the directory structure changes will be the move away from HTML to ASPX files. When this occurs, any bookmarks to the old site that users might have, or any links embedded in online and offline information will break. To resolve this, the contractor shall create 301 redirects that points old URLs to the corresponding content asset in the new system. The contractor shall not create more than 50 redirects, and the decision of which redirects to create shall be driven by recent cpsc.gov web traffic pattern analysis to be performed by CPSC.

The contractor shall create the URL redirects from the old to the new content, and for the quality assurance aspect of their creation (i.e. testing).”

6. PLACE OF PERFORMANCE:

Consumer Product Safety Commission
Division of Information Technology Services
4330 East West Highway
Room 504
Bethesda, Maryland 20814

7. Government-Furnished Materials

The Contractor is only responsible for providing the qualified contract individuals. The Government will supply all other materials, such as a workstation (including computer hardware and software, and phone), network and internet access, documents describing web maintenance procedures, and any other items necessary to perform the work.

8. PERIOD OF PERFORMANCE: The period of performance shall begin on 26 September 2011 through 02 March 2012.

9. HOURS OF PERFORMANCE: Services shall be performed Monday through Friday during the CPSC core hours of 7:30 am – 4:00 pm weekends and holidays excluded.

10. CONTRACTOR PERSONNEL:

a. The contractor shall be responsible for satisfactory standards of employee competency, conduct and integrity. The contractor's employees must be presentable in appearance (i.e. clean, un-torn appropriate attire and exercise good personal hygiene). The contractor shall be responsible for taking disciplinary actions including suspension and termination with respect to contractor employees as may be necessary. At all times while on CPSC's premises, the contractor shall comply with all rules and regulations governing the conduct of personnel on Government Property.

b. CPSC reserves the right to have the contractor remove any of its employees, for any reason including failure to comply with any terms of this call or observed failure to provide satisfactory service to the Government.

11. INSPECTION AND ACCEPTANCE:

The Government will inspect the work and notify the contract individual orally regarding problems and the correction needed. If satisfactory correction is not made, the Contractor will be notified in writing of the problems with the work

12. LC 5B PROJECT OFFICER DESIGNATION:

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

Name: Lynn Lemont
Division: Information Technology Services
Telephone: 301-504-7234

b. The CPSC Project Officer 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 Project Officer 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.

Revised dated 9/13/11

Task	Hours	Deliverables and Level of Efforts
<p><u>Content Cleaning</u></p> <p><i>"CPSC estimates that 2,500 pages will need to have content cleaned. The remainder of the pages (around 6,000) are PDF files that will need to be migrated, but do not require cleanup."</i></p> <p>At start of the project, VIS will work with CPSC Project Manager to identify and prioritize 2,500 HTML pages to be cleaned for this task.</p> <p>Once pages have been identified and prioritized, VIS will assign staffs to work on these pages as stated on the SOW.</p> <p><u>Level of effort:</u> 2,500 pages @15 minutes per page average = 625 hours</p> <p><u>Task Length:</u> 4 weeks</p>	<p>625</p>	<p>#1 - List of 2,500 HTML pages to be cleaned (40 hours).</p> <p>#2 – Cleaned 2,500 pages (585 hours)</p>
<p><u>Content Move, Metadata Assignment, and Link Updates</u></p> <p>At start of the project, for this task, VIS will work with CPSC Project Manager to identify and prioritize 6,000 PDF files in addition to the 2,500 HTML pages identified for the Content Cleaning. CPSC Project Manager shall also provide metadata tagging strategies.</p> <p>Once pages and files have been identified, prioritized and tagging strategies have been provided, VIS will assign staffs to work on these pages and files as stated on the SOW.</p> <p><u>Level of effort:</u></p> <p>i) Move 6,000 PFD files (2,500 HTML files specified for the Content Cleaning task will be moved as part of the cleaning task): 6,000 files @ 2 minutes average per file = 200 hours</p>	<p>2,042</p>	<p>#3 – List of 6,000 PDF files in addition to 2,500 cleaned HTML page as specified in deliverable #1 (40 hours)</p> <p>#4 – 6,000 moved items (160 hours)</p> <p>#5 – Metadata assignment for 8,500 items (992 hours)</p> <p>#6 – Link updates for 8,500 items (850 hours)</p>

<p>ii) Meta Data Assignment for 2,500 HTML pages and 6,000 PDF files: 8,500 pages/files @ average 7 minutes per item = 992 hours</p> <p>iii) Link Updates for 2,500 HTML pages and 6,000 PDF files: 8,500 pages/files @ average 6 minutes per item = 850 hours</p> <p><u>Task Length:</u> 11 weeks</p>		
<p><u>Content Validation</u></p> <p>At start of the project, for this task, VIS will work with CPSC Project Manager to identify and prioritize 2,000 Siteworx migrated pages which need to be validated and/or fixed. These pages should NOT be the same as the 2,500 pages specified for the Content Cleaning task. Pages specified for the Content Cleaning task should be validated as part of the Content Cleaning task.</p> <p>Once pages have been identified and prioritized, VIS will assign staffs to work on these pages as stated on the SOW.</p> <p><u>Level of effort:</u> 2,000 pages @15 minutes per page average = 500 hours</p> <p><u>Task Length:</u> 3 weeks</p>	500	<p>#7 – List of 2,000 pages to be validated (20 hours).</p> <p>#8 – Validated 2,000 pages (500 hours).</p>
<p><u>Web Redirects</u></p> <p>At start of the project, VIS will work with CPSC Project Manager to identify and prioritize 50 web redirects for this task.</p> <p>Once web redirects have been identified and prioritized, VIS will assign staffs to work on this task as stated on the SOW.</p> <p><u>Level of effort:</u> 100 hours</p> <p><u>Task Length:</u> 2 weeks</p>	100	<p>#9 – List of Web Redirects (20 hours).</p> <p>#10 – Web Redirects (80 hours).</p>
Total	3,267	<p>Hourly rate is \$125.69</p> <p>Total project cost is \$410,629.23</p>