


# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N00033-11-D-6505		2. DELIVERY ORDER/ CALL NO. 0005		3. DATE OF ORDER/CALL (YYYYMMDD) 2011 Mar 02		4. REQ./ PURCH. REQUEST NO. N0003310556304		5. PRIORITY		
6. ISSUED BY MILITARY SEALIFT COMMAND, N1022 914 CHARLES MORRIS COURT SE WASHINGTON NAVY YARD DC 20398-5540				7. ADMINISTERED BY (if other than 6) <b>SEE ITEM 6</b>		8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER  (See Schedule if other)				
9. CONTRACTOR US INFORMATION TECHNOLOGIES NAME JOSEPH MORRONE AND 4800 WESTFIELDS BLVD, STE 250 ADDRESS CHANTILLY VA 20151-4202		CODE 4LYJ5		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
						12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15		
14. SHIP TO <b>SEE SCHEDULE</b>			CODE			15. PAYMENT WILL BE MADE BY MILITARY SEALIFT COMMAND MSC N-83 914 CHARLES MORRIS CT SE WASHINGTON DC 20398			CODE N00033 <b>MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.</b>	
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.							
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:							
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.										
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)	
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:										
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>										
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT		
<b>SEE SCHEDULE</b>										
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.		24. TEL: (b) (6)		EMAI				25. TOTAL	(b) (4)	
		BY: BRIAN HJ KIMM		CONTRACTING / ORDERING OFFICER		26. DIFFERENCES				
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED										
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS			
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. CHECK NUMBER			
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER					35. BILL OF LADING NO.			
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	FY11 Labor, Program Mgmt Support (HRMS) FFP-LOE FOB: Destination PURCHASE REQUEST NUMBER: N0003310556304	1	Each	\$(b) (4)	\$(b) (4)

NET AMT \_\_\_\_\_ \$(b) (4)

CEILING PRICE \$0.00

ACRN AA \$(b) (4)

CIN: N00033105563040001

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	FY11 Labor, Program Mgmt Support (EDW) FFP-LOE FOB: Destination PURCHASE REQUEST NUMBER: N0003310556304	1	Each	\$(b) (4)	\$(b) (4)

NET AMT \_\_\_\_\_ \$(b) (4)

CEILING PRICE \$0.00

ACRN AA \$(b) (4)

CIN: N00033105563040002

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003		1	Each	\$(b) (4)	\$(b) (4)
	FY11 Labor, Program Mgmt Support (FMS)				
	FFP-LOE				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: N0003310556304				

NET AMT	_____	\$(b) (4)
CEILING PRICE		\$0.00
ACRN AA		\$(b) (4)
CIN: N00033105563040003		

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0004		1	Each	\$0.00	\$0.00
	FY12 Labor, Program Mgmt Support (HRMS)				
	FFP-LOE				
	This CLIN shall be funded in the amount of \$(b) (4) prior to the start of its period of performance.				
	FOB: Destination				

NET AMT	_____	\$0.00
CEILING PRICE		\$0.00
		\$0.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0005		1	Each	\$0.00	\$0.00
	FY12 Labor, Program Mgmt Support (EDW)				
	FFP-LOE				
	This CLIN shall be funded in the amount of \$(b) (4) prior to the start of its period of performance.				
	FOB: Destination				

NET AMT	_____	\$0.00
CEILING PRICE		\$0.00
		\$0.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0006		1	Each	\$0.00	\$0.00

FY12 Labor, Program Mgmt Support (FMS)

FFP-LOE

This CLIN shall be funded in the amount of \$(b) (4) prior to the start of its period of performance.

FOB: Destination

NET AMT	\$0.00
CEILING PRICE	\$0.00
	\$0.00

## Section C - Descriptions and Specifications

STATEMENT OF WORK**STATEMENT OF WORK****TASK TITLE: PROGRAM MANAGEMENT SUPPORT****PERIOD OF PERFORMANCE: 03 March 2011 – 01 December 2011**

COR/ACOR: As per base contract, Section G-3.

Government PM:

Primary: Eric Doerfler, (b) (6)

Alternate: Robert Walz, **1.0 SCOPE**

- 1.1 Objective: The contractor shall provide Program Management for all tasks under this contract to include Tier 3 support and System Enhancement for: the MSC Financial Management Portfolio (MSC-FMP), MSC Human Resources Management Portfolio (MSC-HRMP) and MSC-Enterprise Data Warehouse (EDW). In the performance of this work, the contractor shall provide technical support concerning planning and program management, software maintenance and minor enhancements, help desk, interface and custom report maintenance, database and configuration management, and functional support.
- 1.2 Background: In order to support evolving MSC system requirements, N63 engages in initiatives and ongoing activities to address MSC Functional Directorate (FD) and Program Manager (PM) requests. In response to these FD and PM requests, N63 assigns an appropriate N63 government Systems Lifecycle Manager to investigate needs, develop requirements, and guide the effort needed to launch the introduction of new MSC systems or the enhancement of existing ones to provide efficient and effective MSC solutions. The availability and use of contractor support for systems development and maintenance efforts under this contract are critical elements in supporting these N63 initiatives and activities.

**2.0 GOVERNMENT FURNISHED EQUIPMENT/MATERIAL (GFE/GFM)**

2.1 None

**3.0 TASKS**

The contractor shall provide support described per the following sections of the base contract: C4.1.2 – Program Management Reviews, C4.1.3 – Portfolio Management Support, C4.1.4 – Program Management Plan (PMP), C4.1.5 - Monthly Status Reports, C4.1.6 – Information Assurance Support, C4.1.7 – Enterprise Architecture Support, C4.1.8 - COMSC and N6 Technical Support, C4.5.1-- System Maintenance and C4.5.2 -- Tier 3 Support for the MSC Financial Management Portfolio (MSC-FMP), MSC Human Resources Management Portfolio (MSC-HRMP) and MSC-Enterprise Data Warehouse (EDW) programs.

**4.0 PERFORMANCE REQUIRMENTS SUMMARY (PRS)**

Incentives, if applicable, are as per Section C.9.0 of the base contract.

<b>Performance Objective</b>	<b>Performance Standard</b>	<b>Acceptable Quality Level</b>	<b>Performance Assessment (Sampling Method)</b>
Establish sound estimates quickly	Percentage of estimates that are delivered within 4 working days of government request	100% of estimates are provided within 4 working days from government request	Observation and Inspection
Provide accurate cost estimates	Percentage variance between estimate and actual cost performance	Program plan actual cost is not > 10% more than the estimated cost	Monthly Burn Rate Status Report
Be responsive to requirements	Response to government requirements is professional and timely	Subjective measure criteria by the COR	Observation
Deliver high-quality documents	Deliverables and reports meet government standards	2 or fewer revisions or re-submissions per award term period	Observation and Inspection
Conduct initial review of Configuration Change Requests (CCR) promptly	Percentage of CCRs that are reviewed and presented to the next Change Control Board (CCB)	At least 95% of CCRs submitted are reviewed within 2 working days and presented to the next CCB	Monthly Status Reports
Complete System Test Reports (STR) promptly	Percentage of STRs that are completed in the time specified by the test schedule	At least 95% of STRs are completed in the time specified by the test schedule	Monthly Status Reports
Update technical architecture promptly	Percentage of CCR changes to technical architecture that are incorporated within 10 working days	At least 95% of changes are added within 10 working days of the closing of the CCR	Monthly Status Reports
Provide Program and project documents on schedule	After leaving Project Planning phase, percentage of project documents that are provided in accordance with the current project schedule	At least 90% of project documents are provided within 5 working days of the date specified in the current project schedule	Monthly Status Reports
Report variances in project scope, schedule, and budget	For all project phases, percentage of projects for which variances in scope, schedule, or budget that exceed threshold are reported in advance	Schedule variances of 10% or more are reported for all assigned engineering projects in a timely manner.	Monthly Status Reports

Prepare draft SOPs promptly	Percentage of draft SOPs submitted for initial review in $\leq 5$ working days of identification of the requirement for an SOP	100% of draft SOPs submitted for initial review within 5 working days	Observation and Inspection
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## 5.0 Deliverables.

Deliverables will tend to be either Program / Project Management or Technical Deliverables. Program / Project Management Deliverables (e.g. Charter, Risk Management Plans, Project Plans (POA&Ms), Lessons Learned and Meeting Minutes) are described in section C4.1 of the base contract. Technical deliverables will be in accordance with sections C4.2 – C4.5 of the base contract and include items such as requirements documents, design documents, test plans and test scripts.

### 5.1.1 Weekly Updates

Requirements are as per the Monthly Status Report.

### 5.1.2 Monthly Status Reports (per section C8.4.1 of the base contract)

In accordance with the requirements set forth under paragraph C4.1.5 of the base contract, the contractor shall provide monthly status reports to the COR by the 15th day of each month, covering the previous month.

- The contractor shall provide a consolidated Plan of Action and Milestones as required.

### 5.1.3 Summary Cost Reports (per section C8.4.2 of the base contract)

The contractor shall prepare and submit a report concurrently with each invoice presented for payment. The contractor shall report expenses that can be invoiced under the contract. The report shall include labor expended for the period and cumulatively broken out to identify labor categories, labor rate and specific individuals utilized and the amount of labor hours expended by each; if applicable, labor expenses shall be reported at the SubCLIN level.

The contractor shall use the report format found in the Summary Contract Cost Report (Appendix J-12); alternate formats may be proposed and used, with prior approval of the Contracting Officer.

Contractors must provide a cost summary sheet providing a breakout of costs per effort and cumulative costs as they relate to the budgeted amounts.

### 5.1.4 Monthly Burn Rate Status Report

This report shall include overall task order burn rate and granular costs specific to associated maintenance tasks assigned.

### 5.1.5 Program Management Reviews (per section C8.4.3 of the base contract)

- The first review will be conducted 90 days after award. Subsequent reviews will be done at three-month intervals.
- The contractor shall prepare and submit a Program Management Review (PMR) agenda to the COR 5 days prior to the PR meeting and prepare minutes within 5 days after the meeting.



### 5.1.6 Quarterly Financial Reporting

This report shall include:

- Task Order title and number
- An overall summary of the past quarter
- Total amount of funding obligated
- Total amount of funding still available
- Burn Rate
- Any changes to the burn rate identified

### 5.2. Format of Deliverables

All documentation deliverables shall be prepared using Microsoft Office products (Word, Excel, Project, and PowerPoint) in a format acceptable by the COR, unless the COR and contractor mutually agree to the use of other software.

Description of Deliverable	Due Date	Media Type	Delivery Point(s)
Weekly updates	Weekly	Via Email	1 copy to COR 1 copy to Govt PM
Monthly Status Report by Task	15th day of each month, covering the previous month	Via Email	1 copy to COR 1 copy to Govt PM
Monthly Burn Rate Status Report (must include overall task order burn rate and granular costs specific to associated maintenance tasks assigned)	15th day of each month, covering the previous month	Via Email	1 copy to COR 1 copy to Govt PM
Program Management Review Meeting Agenda & Meeting Minutes	Agenda: 5 days prior to meeting Minutes: 5 days after meeting	Via Email	1 copy to COR 1 copy to Govt PM
Quarterly Financial Reporting	Quarterly	Via Email	1 copy to COR 1 copy to Govt PM
Summary Contract Cost Report	Concurrently with Contractor Invoice	Via Email	1 copy to COR 1 copy to Govt PM

## Section F - Deliveries or Performance

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 02-MAR-2011 TO 30-SEP-2011	N/A	N/A FOB: Destination	
0002	POP 02-MAR-2011 TO 30-SEP-2011	N/A	N/A FOB: Destination	
0003	POP 02-MAR-2011 TO 30-SEP-2011	N/A	N/A FOB: Destination	
0004	POP 01-OCT-2011 TO 01-DEC-2011	N/A	N/A FOB: Destination	
0005	POP 01-OCT-2011 TO 01-DEC-2011	N/A	N/A FOB: Destination	
0006	POP 01-OCT-2011 TO 01-DEC-2011	N/A	N/A FOB: Destination	

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 97 X 4930 ND2A 000 00033 0 000033 2F0000000000000000

AMOUNT: (b) (4)

CIN N00033105563040001: (b) (4)

CIN N00033105563040002:

CIN N00033105563040003:

FUNDS SEPARATED BY FISCAL YEAR

All lines of funding for this task order shall be clearly designated for use within a single Government fiscal year. Funding shall only be used as payment for services performed within the Government fiscal year for which that funding is designated. Funding will only be authorized for its designated fiscal year, and shall not in any manner be used for services performed outside of its designated fiscal year.