ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N00033-11-D-6505	2. DELIVERY ORDER/ CALL NO. 0010	3. DATE OF ORDER/CALL (YYYYMMDD) 2011 Aug 11	4. REQ./ PURCH. REQUEST NO. N0003312076302	5. PRIORITY

6. ISSUED BY   CODE   N00033

MILITARY SEALIFT COMMAND, N1022
914 CHARLES MORRIS COURT SE
WASHINGTON NAVY YARD DC 20398-5540

7. ADMINISTERED BY *(if other than 6)*   CODE

SEE ITEM 6

8. DELIVERY FOB
[X] DESTINATION
[ ] OTHER

(See Schedule if other)

9. CONTRACTOR   CODE 4LYJ5   FACILITY

NAME AND ADDRESS
US INFORMATION TECHNOLOGIES
JOSEPH MORRONE
4800 WESTFIELDS BLVD, STE 250
CHANTILLY VA 20151-4202

10. DELIVER TO FOB POINT BY (Date) *(YYYYMMDD)*
SEE SCHEDULE

12. DISCOUNT TERMS

11. MARK IF BUSINESS IS
[ ] SMALL
[ ] SMALL DISADVANTAGED
[ ] WOMEN-OWNED

13. MAIL INVOICES TO THE ADDRESS IN BLOCK
See Item 15

14. SHIP TO   CODE

SEE SCHEDULE

15. PAYMENT WILL BE MADE BY   CODE N00033
MILITARY SEALIFT COMMAND
MSC N-83
914 CHARLES MORRIS CT SE
WASHINGTON DC 20398

MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.

16. TYPE OF ORDER

DELIVERY/ CALL	X	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		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)*

[ ] If this box is marked, supplier must sign Acceptance and return the following number of copies:

17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE

See Schedule

18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES	20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT
	SEE SCHEDULE				

* 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. UNITED STATES OF AMERICA
TEL: (b) (6)
EMAIL: (b) (6)
BY: BRIAN HJ KIMM

Brian Ki CONTRACTING / ORDERING OFFICER

25. TOTAL	$(b)
26. DIFFERENCES	

27a. QUANTITY IN COLUMN 20 HAS BEEN
[ ] INSPECTED   [ ] RECEIVED   [ ] 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	[ ] PARTIAL [ ] FINAL	32. PAID BY	33. AMOUNT VERIFIED CORRECT FOR

36. I certify this account is correct and proper for payment.

a. DATE *(YYYYMMDD)*	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	31. PAYMENT [ ] COMPLETE [ ] PARTIAL [ ] FINAL	34. CHECK NUMBER
			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.

DD Form 1155, DEC 2001   PREVIOUS EDITION IS OBSOLETE.

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001		1	Each	$(b) (4)	$(b) (4) NTE

LABOR FY11 & FY12
FFP-LOE
HRMS Sea Service Letter Application
FOB: Destination
PURCHASE REQUEST NUMBER: N0003312076302

	NET AMT	$(b) (4)
	CEILING PRICE	$0.00
ACRN AA		$(b) (4)

CIN: N00033120763020001

Section C - Descriptions and Specifications

STATEMENT OF WORK
Contract: N00033-11-D-6505
Title: Sea Service Letter Application Modernization
Technical Order Number: 0010
Period of Performance: From Date of Task Order Award through 01 December 2011.
TPOC: Zadoc-Lee Kekuewa (b) (6)

SEA SERVICE LETTER APPLICATION MODERNIZATION

Objective

The objective is to obtain contractor services for the development of changes to MSC's Sea Service Letter Application (SSLA) and development of enhancements as identified within this task order.

Background

Currently all CIVMAR sea time is tracked by the ship aboard which the civil service mariner is assigned. Ships' pursers, or chief mates where there is no purser, are responsible for tracking ship log information and for generating each civil service mariner's Sea Service Letter. The Sea Service Letter Application (SSLA) stores and maintains the required information needed to prepare a CIVMAR Sea Service Letter. The SSLA compiles and calculates a CIVMAR's time while assigned to a ship. This letter is then provided to the Coast Guard for entry to their system.

The basic features of the current SSLA are:

- The ability to log on and off crewmembers, allowing accurate tracking of each civil service mariner's sea service time.
- The ability to view ship configuration information.
- The ability to view and change a crewmember's billet description and service dates.
- The ability to enter and update the purser's daily log information.
- Ship status information includes
    o whether the ship is underway, in port, or in a shipyard;
    o ship's arrival and departure time if in port or a shipyard;
    o the date;
    o whether the ship is in a United States or foreign port;
    o a dropdown list of common ports.
- The ability to create and print the Sea Service Letter.
- The ability to provide application security via a secure logon.

Tasks

The Contractor shall provide the following maintenance, support, and system enhancement services for the MSC-HRMS Portfolio in accordance with subtask 4.3.1 and 4.3.3 of the Contract Statement of Work:

Task 1 – System configuration

The Contractor shall:

- Identify and research the relevant changes in functionality that can be utilized to improve the ashore SSLA.
- Develop and implement a consistent, upgradeable, and flexible solution for the Sea Service Letter Application for the afloat enclave. Solution must include automation techniques between afloat and ashore HR services/systems.
- Develop and implement a standardized solution that produces accurate Sea Service Letters per Memorandum of Agreement with USGC (COMSFSC 12293, Ser N00/3680, dated 21 November 2011).
- Develop and implement a simplified solution that requires a minimal number of individuals and steps to move the process from beginning to end.
- Provide release management support to MSC N6 branches deploying upgraded patches and components as directed by Oracle to ensure MSC-HRMS has the latest released (and DADMS approved) versions of its software
- Provide release management support to MSC N6 branches of approved solutions to the Production environment(s).
- Identify and expose any issues and associated risks, communicate all known issues to the project team, and ensure that all issues are addressed in an appropriate manner before release.

Task 2 – Milestone Reviews

The contractor shall schedule and conduct milestone review in accordance with the current version of COMSC C4S Enterprise Software Life Cycle Process Management Document, and shall obtain documented approval to proceed from the COR or Technical Point of Contact at each milestone review.

Task 3 -Meeting Minutes

The contractor shall document all meetings associated with this task order and provide meeting minutes to the COR.

Place of Performance:

Place of performance shall be both the Contractor's offices and MSCHQ at the Washington Navy Yard.

Deliverables

Meeting Minutes

Provide meeting minutes for all meeting attended as an MSC N6 representative and shall contain the following detailed meeting information:

- Date and time
- Purpose
- Attendees
- Summary of discussions
- List of decisions/agreements
- List of actions items with assignments and due dates

- Date, time and location of follow up meetings

Trip Reports

Provide a trip report for travel to locations as an MSC N6 representative. It shall contain the following detailed travel information:

- Dates
- Purpose
- Location
- Dates at Site
- Personnel Contacted
- Summary
- Chronology of Events
- Observations
- Deliverables Left
- Software Performance
- Action Items
- Conclusion

Software and Business Documentation

The contractor shall provide the following deliverables:

- Software Requirements Specification, including use cases, with functional sponsor signatures. This includes but is not limited to:
    - Updated CCR forms
    - Requirements Documentation
    - Detailed Requirements Documents
    - Analysis of Alternatives (AoA)
    - Functional Design Documentation
- Technical Design Documentation
- Business Case Analysis Documentation
- User Interface screens/options
- Software Class specifications
- Entity Relationship Diagrams
- User Manual
- Test Plans
- Contingency Plan updates (As Required)
- Test Results
- Software Installation Instructions
- Meeting Presentation Handouts, Slides and Meeting Minutes.
- Source code and operating program for all designed and developed modules.
- System specifications necessary to recompile and deploy the software
- System Administrator Standard Operating Procedures (SOPs) (As Required)

Delivery Schedule

Description	Due Date	Media Type	Delivery Point(s)
Meeting Minutes	5 working days after meeting	Soft Copy	MSC COR
Trip Reports	3 days after completion of travel	Soft Copy	MSC COR
Software Requirements Specifications - Signed	Within 30 days of Task Order acceptance	Soft Copy	MSC COR
Business Case Analysis Documentation	Within 30 days of Task Order award	Soft Copy	MSC COR
User Interface Screens/Options	30 Days after the project closeout review milestone , but no later than the end of the task order performance period	Soft copy	MSC COR
Software Class Specifications	30 Days after the project closeout review milestone , but no later than the end of the task order performance period	Soft copy	MSC COR
Entity Relationship Diagrams	30 Days after the project closeout review milestone , but no later than the end of the task order performance period	Soft copy	MSC COR
User Manual	30 Days after the project closeout review milestone , but no later than the end of the task order performance period	Soft copy	MSC COR
Test Plans	30 Days after the project closeout review milestone , but no later than the end of the task order performance	Soft copy	MSC COR

	period		
Contingency Plan Updates	As Required or 30 Days after the project closeout review milestone , but no later than the end of the task order performance period	Soft copy	MSC COR
Test Results with Functional Sponsor signature	30 Days after the project closeout review milestone , but no later than the end of the task order performance period	Soft copy	MSC COR
Software Installation Instructions and SOPs	30 Days after the project closeout review milestone , but no later than the end of the task order performance period	Soft copy	MSC COR
Source code and operating program for all designed and developed modules	30 Days after the project closeout review milestone , but no later than the end of the task order performance period	Soft copy	MSC COR
System specifications for recompiling and deploying the software	30 Days after the project closeout review milestone , but no later than the end of the task order performance period	Soft copy	MSC COR
System Administrator Standard Operating Procedures (SOPs)	As Required	Soft Copy	MSC COR

Section F - Deliveries or Performance

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 11-AUG-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 2F00000000000000000
AMOUNT: $(b) (4)
CIN N00033120763020001: $(b) (4)