ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N00033-11-D-6505	2. DELIVERY ORDER/ CALL NO. 0013	3. DATE OF ORDER/CALL *(YYYYMMDD)* 2011 Dec 01	4. REQ./ PURCH. REQUEST NO. N0003323336104	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. OF AMERICA
TEL:
EMAIL:
BY: David Little

David F. Little
CONTRACTING / ORDERING OFFICER

25. TOTAL	$(b) (4)
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

f. TELEPHONE NUMBER   **g. E-MAIL ADDRESS**

28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS
[ ] PARTIAL [ ] FINAL	32. PAID BY	33. AMOUNT VERIFIED CORRECT FOR

31. PAYMENT
[ ] COMPLETE
[ ] PARTIAL
[ ] FINAL

34. CHECK NUMBER

35. BILL OF LADING NO.

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

a. DATE *(YYYYMMDD)*	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER

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
1001		1	Each	$(b) (4)	$(b) (4) NTE

FY12 Labor - HRMS Maintenance

FFP-LOE

FOB: Destination

PURCHASE REQUEST NUMBER: N0003323336104

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

ACRN AA $(b) (4)
CIN: N00033233361040001

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1002		1	Each	$(b) (4)	$(b) (4) NTE

FY12 Travel

FFP

FOB: Destination

PURCHASE REQUEST NUMBER: N0003323336104

	NET AMT	$(b) (4)

ACRN AA $(b) (4)
CIN: N00033233361040002

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001		1	Each	$0.00	$0.00 NTE

FY13 Labor - HRMS Maintenance
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
					$0.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2002		1	Each	$0.00	$0.00 NTE

FY13 Travel
FFP
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
					$0.00

Section C - Descriptions and Specifications

STATEMENT OF WORK
TPOC: Jody Anderson, ███████████████████████

ORACLE PROFESSIONAL IT TECHNICAL / MAINTENANCE SUPPORT FOR HUMAN RESOURCES MANAGEMENT PORTFOLIO (HRMP)

Objective

The contractor shall perform activities in support of the MSC Human Resources Management Portfolio (MSC-HRMP) Maintenance in accordance with section C4.3 of the base contract. This support includes the impact analysis, design, development, testing and execution of system change requests for correction of system problems or enhancements requested to the HRMS baseline by the MSC TPOC. The support personnel shall respond to user questions resulting from MSC Global Service Desk (GSD) Tier 2 inquiries and provide guidance on proper system process user interaction. The support also includes developing changes to custom reports and interfaces necessitated by customer processing and review.

Background

The Military Sealift Fleet Support Command (MSFSC) uses multiple systems such as Oracle, Human Resources Management System (MSC-HRMS) and additional support systems that create the MSC Human Resource Management Portfolio (MSC-HRMP). MSC-HRMP is used to support the over 4500 civilian mariners that man MSC afloat units and identify qualified candidates and retain existing Civil Service Mariners to crew the MSC Ships. In addition to using systems under the HRMP to hire, train, identify qualified candidates, and assign Civil Service Mariners, additional information is maintained such as training needs, certifications, licenses, medical information and immunizations. All of this information is used to determine if a mariner is qualified to fill a vacant position aboard ship.

Other systems within the HRMP include the Sea Service Letter Program and Mariner Advancement Program. Future systems, initiatives and interface upgrades may include Governance Risk and Compliance integrated into HRMS as well as accepting all CIVMAR Time and Attendance data and providing interface to Defense Finance and Accounting Center (DFAS).

The Contractor shall provide the following maintenance and support services for the MSC-HRMS Portfolio in accordance with tasks 4.1 and 4.3 (to include subtasks therein) of the Contract Statement of Work:

C4.1 – Program Management Support

Task 1 – C4.1.2—Portfolio Management Reviews (PMR)
The Contractor shall:
- Prepare and submit a PMR agenda five (5) business days prior to the meeting, that addresses:
    - Current contract performance in comparison with contract performance metrics.
    - Mitigation plans for under-performing areas
    - Issues and concerns
- Prepare minutes within five business days after the PMR meeting.

Task 2 – C4.1.3—Portfolio Management Support

The Contractor shall:

- Assist the government with documentation and artifacts included in the Capital Planning, Investment Control (CPIC) process, and the MSCHQ-N6 process.
- Preparation of business cases that may include but are not limited to analysis of alternatives, funding profiles and plan of actions and milestones.
- Develop, test, and integrate approved configuration change requests, and maintain configuration control of the systems engineering environment.
- Evaluate the applicability of maintenance patch releases to the installed Oracle product baseline and recommend appropriate changes to the MSC configuration.
- Provide release management support to facilitate migration of changes from the development and test instance to the production instance.

Task 3 - C4.1.5--- Monthly Status Reports

The contractor shall provide status reports to the MSC COR containing the following identification and description elements for each task order:

- Title ("Progress and Status Report")
- Contract, invoice and control numbers
- Contractor's name and address
- Date of report
- Reporting (invoicing) period
- Name of individual preparing the report
- Task order number
- Description of progress made during the reporting period, including problem areas encountered and recommendations
- Results obtained relating to previously identified problem areas
- Deliverables completed and delivered
- Action items reflecting description, priority, percent complete, and remarks
- Performance Matrix to include the metrics to be measured, the sources of data, and a schedule for providing data.
- Labor hours, by category and cumulatively broken out to identify the amount of hours utilized and required for completion of the order by specific individuals; broken down by tasks and/or subtasks
- Problem areas and recommendations involving impact on technical, cost and scheduling requirements
- Travel dollars expended for the period, broken out to identify period of travel, transportation, lodging, meals and incidentals
- Other direct costs for the period, broken out to identify actual cost incurred.

Task 4 - C4.1.6--- Information Assurance Support

The contractor shall comply with Military Sealift Command's Information Assurance Policy per MSC Instruction (COMSCINSTR 5239.3 series Appendix J-8) and Information Assurance Training, Certification, and Workforce Management per DOD Directive (DOD 8570.01 Appendix J-9). Compliance with both directives is mandatory during the execution of design, development, and implementation and maintenance tasks.

Task 5 - C4.1.7--- Enterprise Architecture Support

The contractor shall comply with the Enterprise Architecture team MSCHQ-N64 to ensure the EA is updated for MSC supported systems. The contractor will not be expected to produce EA artifacts, but may be required to submit changes to MSC's Enterprise Architecture models, views or textual documentation, as required for the system.

Task 6 - C4.1.8--- COMSC and N6 Technical Support
The contractor will follow all applicable COMSC and N6 instructions and shall provide technical support by assisting MSC in drafting Instructions, Standard Operating Procedures (SOPs) and other guidance documents as they pertain to this performance work statement.

C4.3 – Human Resources Management Portfolio (HRMP)

Task 7 – C4.3.1 – MSC –HRMS System Maintenance
The Contractor shall:
- Provide MSC with a detailed system change assessment that includes a description of the change request, an analysis of the manual or systemic options, and impacts of programmatic options.
- Provide detailed functional, technical and architectural design documentation for all approved programmatics.
- Develop, test, and integrate approved configuration change requests, and maintain configuration control of the systems engineering environment.
- Evaluate the applicability of maintenance patch releases to the installed Oracle product baseline and recommend appropriate changes to the MSC configuration.
- Provide release management support to facilitate migration of changes from the development and test instance to the production instance.

Task 8 – C4.3.2 – Tier 3 Support
The Contractor shall:
- Provide functional and technical knowledge of system processes
- Investigate and analyze user reported issues and analyz
- Provide detailed functional, technical and architectural design documentation for all approved programmatics.
- Develop, test, and integrate approved configuration change requests, and maintain configuration control of the systems engineering environment.
- Evaluate the applicability of maintenance patch releases to the installed Oracle product baseline and recommend appropriate changes to the MSC configuration.
- Provide release management support to facilitate migration of changes from the development and test instance to the production instance.

Task 9 – C4.3.3 – MSC-HRMS System Enhancements
The Contractor shall:
- Provide a systems change assessment when new functionalities are requested by MSC. The Assessment shall include:
  - Description of the change request
  - Analysis of the manual or systemic options and impacts of each option. The analysis should include all functional, technical, cost and schedule considerations.
- Provide project management artifacts to manage any approved system enhancement projects.

- Develop , test, and integrate approved change requests
- Maintain configuration control of the systems engineering environment.
- Evaluate the applicability of maintenance patch releases and recommend appropriate changes to the MSC configuration.
- Provide release management support to facilitate migration of changes from the development and test instances to the production instance.
- Respond to MSC requests for the development of new Department of Defense/ Department of Navy (DOD/DON) interfaces, and interface requirements defined by MSC.
- Provide an impact analysis, requirements analysis, design, development and testing of developed system interfaces.
- Prepare a sub-project plan for each system enhancement task.
- Develop a technical design for new and existing interfaces.

C4.5 – Other Systems (N6) Initiatives and Activities

Task 10 - C4.5.1--- System Maintenance
The Contractor shall:
- Provide a systems change assessment when a maintenance effort for existing MSC functionality is requested by the COR. The Assessment shall include:
  - Description of the change request
  - Analysis of the manual or systemic options and impacts of each option. The analysis should include all functional, technical, cost and schedule considerations.
- Provide detailed functional, technical, and architectural design documentation for any programmatic option.
- Develop, test, and integrate approved configuration change requests
- Maintain configuration control of the systems engineering environment.
- Evaluate the applicability of maintenance patch releases to the installed Oracle product baseline and recommend appropriate changes to the MSC configuration.
- Provide release management support to facilitate migration of changes from the development and test instance to the production instance.
- Provide support in the maintenance of operational system interfaces. Order of precedence for task execution shall be:
  - Resolution of operational issues;
  - Providing necessary operational system maintenance; and lastly
  - Addressing requests for system enhancements.

Task 11 - C4.5.2--- Tier 3 Support
The Contractor shall assign personnel knowledgeable of the MSCHQ-N6 initiatives and activities to provide Tier 3 Helpdesk resolution support. These team members shall:
- Provide functional and technical knowledge of system processes and detailed understanding of the capabilities of their respective applications.
- Assess the nature of reported issues and problems to determine if the issue or problem is in the domain of one of the MSC enterprise process partners.
- Investigate and analyze user reported issues and problems and determine if the issue or problems from the Tier 2 Support Team and provide a timely response with a documented resolution.

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	Soft Copy	MSC COR and

	meeting		Program Manager
Trip Reports	3 days after completion of travel	Soft Copy	MSC COR and Program Manager
Software Requirements Specifications - Signed	Within 30 days of Task Order acceptance	Soft Copy	MSC COR and Program Manager
Business Case Analysis Documentation	Within 30 days of Task Order acceptance	Soft Copy	MSC COR and Program Manager
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 and Program Manager
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 and Program Manager
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 and Program Manager
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 and Program Manager
Test Plans	30 Days after the project closeout review milestone , but no later than the end of the task order performance period	Soft copy	MSC COR and Program Manager
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 and Program Manager
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 and Program Manager
Software Installation Instructions and SOPs	30 Days after the project closeout review milestone , but no later than the end	Soft copy	MSC COR and Program Manager

	of the task order performance period		
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 and Program Manager
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 and Program Manager
System Administrator Standard Operating Procedures (SOPs)	As Required	Soft Copy	MSC COR and Program Manager

Section F - Deliveries or Performance

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
1001	POP 02-DEC-2011 TO 30-SEP-2012	N/A	N/A FOB: Destination	
1002	POP 02-DEC-2011 TO 30-SEP-2012	N/A	N/A FOB: Destination	
2001	POP 01-OCT-2012 TO 01-DEC-2012	N/A	N/A FOB: Destination	
2002	POP 01-OCT-2012 TO 01-DEC-2012	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 N00033233361040001: $(b) (4)
CIN N00033233361040002: $(b) (4)