

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N00033-11-D-6505		2. DELIVERY ORDER/ CALL NO. 0016		3. DATE OF ORDER/CALL (YYYYMMDD) 2011 Dec 01		4. REQ./ PURCH. REQUEST NO. N0003323336101		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) SEE ITEM 6		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) SEE SCHEDULE		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 SEE SCHEDULE		CODE		15. PAYMENT WILL BE MADE BY MILITARY SEALIFT COMMAND MSC N-83 914 CHARLES MORRIS CT SE WASHINGTON DC 20398		CODE N00033		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.	
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 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: David Little		25. TOTAL 26. DIFFERENCES		(b) (6)
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.									
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER							
					<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		31. PAYMENT		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.

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001		1	Each	\$(b) (4)	\$(b) (4)
	FY12 Labor, Program Mgmt (FMS)				
	FFP				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: N0003323336101				

NET AMT \$(b) (4)

ACRN AA \$(b) (4)
 CIN: N00033233361010001

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1002		1	Each	\$(b) (4)	\$(b) (4)
	FY12 Labor, Program Mgmt (HRMS)				
	FFP				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: N0003323336101				

NET AMT \$(b) (4)

ACRN AA \$(b) (4)
 CIN: N00033233361010002

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1003		1	Each	\$(b) (4)	\$(b) (4)
	FY12 Labor, Program Mgmt (EDW)				
	FFP				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: N0003323336101				

NET AMT \$(b) (4)

ACRN AA \$(b) (4)
 CIN: N00033233361010003

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001		1	Each	\$0.00	\$0.00
	FY13 Labor, Program Mgmt (FMS)				
	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

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2002		1	Each	\$0.00	\$0.00
	FY13 Labor, Program Mgmt (HRMS)				
	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

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2003		1	Each	\$0.00	\$0.00
	FY13 Labor, Program Mgmt (EDW)				
	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

TASK TITLE: PROGRAM MANAGEMENT SUPPORT

PERIOD OF PERFORMANCE: 02 December 2011 – 01 December 2012

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

Government PM: Robert Walz, (b) (6)

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. Additionally, the contractor shall provide analysis and administrative support for all tasks under this contract. The Contractor shall complete program support tasking and document required deliverables. In the performance of this work, the Contractor shall develop and oversee the execution of all tasks and ensure the quality of project deliverables and work products. All work performed will be in accordance with MSC's established processes and procedures.

1.2 Background:

In order to support evolving MSC system requirements, N613 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, N613 assigns an appropriate N613 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.

2.0 GOVERNMENT FURNISHED EQUIPMENT/MATERIAL (GFE/GFM)

2.1 None

3.0 TASKS

3.1 The Contractor shall provide support described per the following sections of the 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.

3.2 Analysis and Administrative Support Tasks

The contractor shall provide analysis and administrative support to develop and deliver required tasking in accordance with the current version of COMSC C4S Enterprise Software Life Cycle Process Management Document and the MSC processes and procedures. The Contractor shall:

- Prepare meeting minutes, reports and presentations as required
- Report program status Track strategic initiatives
- Collect & analyze program information for required reporting
- Assist with program evaluations / updates / reviews
- Monitor programs / services to ensure they meet stated goals
- Document new processes / procedures identified by MSC
- Capture and maintains necessary data (provided by MSC) in order to provide overall program metrics
- Support tasking related to the Capital Planning and Investment Control (CPIC) process or similar MSC processes
- Attend meetings and record the development of meetings and action items

4.0 PERFORMANCE REQUIRMENTS SUMMARY (PRS)

Incentives, IAW Section C.9.0 of the contract.

Performance Objective	Performance Standard	Acceptable Quality Level	Performance Assessment (Sampling Method)
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 ≤ 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

5.0 Deliverables.

Deliverables will be Program deliverables in support of the Division Director. Program Deliverables (e.g. Status reporting, meeting minutes, action items, etc.) are described in section C4.1 of the contract.

5.1.1 Weekly Updates

Requirements are as per the Monthly Status Report.

5.1.2 Meeting Minutes

The meeting minutes shall contain the following detailed meeting information, using MSC meeting minutes template:

- Date & 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

5.1.3 Program related documentation includes but is not limited to:

- Action items
- Status reporting
- Program performance metrics including program risk monitoring and budget execution
- Standard Operating Procedures (SOPs)

5.1.4 Monthly Status Reports (per section C8.4.1 of the contract)

In accordance with the requirements set forth under paragraph C4.1.5 of the 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.

5.1.5 Summary Cost Reports (per section C8.4.2 of the 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.

5.1.6 Monthly Burn rate Status Report

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

5.1.7 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

5.1.7 Program Management Reviews (per section C8.4.3 of the 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. 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 / status reports	Weekly	Via Email	1 copy to COR 1 copy to Govt PM
Meeting minutes	1 working day after meeting	Soft Copy	Govt PM Copy to COR
Action items	Weekly	Soft Copy	Govt PM Copy to COR
Program Metrics	Monthly or as designated by the Division Director	Soft Copy	Govt PM Copy to COR
Program evaluations / reviews	10 days after project milestone review	Soft Copy	Govt PM Copy to COR
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)	15th day of each month, covering the	Via Email	1 copy to COR 1 copy to Govt PM

assigned)	previous month		
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
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

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	
1003	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	
2003	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 2F000000000000000000

AMOUNT: \$(b) (4)

CIN N00033233361010001: \$(b) (4)

CIN N00033233361010002: \$(b) (4)

CIN N00033233361010003: \$(b) (4)