ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N00033-11-D-6505	2. DELIVERY ORDER/ CALL NO. 0021	3. DATE OF ORDER/CALL (YYYYMMDD) 2012 Mar 21	4. REQ./ PURCH. REQUEST NO. N0003320676102	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

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

12. DISCOUNT TERMS

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. U.   AMERICA
TEL: (b) (6)
EMAIL: (b) (6)
BY: David Little

David F. Little
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

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

Labor - CIVMAR Transition to DFAS
FFP-LOE
FOB: Destination
PURCHASE REQUEST NUMBER: N0003320676102

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

ACRN AA $(b) (4)
CIN: N00033206761020001

Section C - Descriptions and Specifications

STATEMENT OF WORK
Contract: N00033-11-D-6505
Title: CIVMAR Transition to Payroll
Technical Order number: 0021
Period of Performance: Date of Award – 01 December 2012
TPOC: Jody Anderson, (b) (6)
Place(s) of Performance: MSCHQ, Washington Navy Yard, DC; MSFSC, Norfolk, VA

Background

The mission of MSC is to provide efficient sea transportation, combat-ready logistics forces and reliable special mission ships for the Department of Defense in peace and war. MSFSC is a component of MSC that provides human resource support for over 5,500 Civil Service Mariners (CIVMARs) manning approximately 50 MSC ships.

Currently, MSFSC uses the Department Head Afloat Management System (DHAMS), the Unified Civilian Payroll System (UCPS) and MSC-HRMS in order to provide the human resource support for the CIVMARS.

DHAMS is a custom built application that relies on manual data entries and several custom built interfaces that lack the flexibility for analysis. It is used to assist the user in the performance of Afloat management functions, such as maintaining personnel records, pay, leave information, billet assignments, collateral duty assignments for each billet, budgeting dollars from Maintenance and Repair (M&R) projects, recording and reporting time and attendance labor hours, and providing related reports. Reports and forms may be printed hardcopy or exported to a file. Time and attendance data, along with other pay information, is electronically transmitted to MSFSC N8 for use in the payroll system.

UCPS is another custom built application that relies on some manual data entries and several custom built interfaces that lack analysis flexibility. It is an automated system operating at MSC with recording, processing, and transmitting time and attendance reference data functionalities. It is used to collect CIVMAR information for processing of Payroll, disbursing, budget and various shipboard reports.

MSC-HRMS is a human resources management tool used to make decisions on filling the CIVMAR positions on the MSC ships, while monitoring the assignments and competencies of the total CIVMAR workforce. It tracks critical information which includes: internal and external applicants, assignment history, availability for assignment status, training and competency records, professional certification and credential data, passports and visas, security clearances, bi-weekly timecards ashore, leave requests, and medical information including fitness for duty determination.

By implementing another piece of the "Enterprise Wide" MSC-HRMS automated decisions support system (Oracle Time Labor), quality and timeliness of the CIVMAR payroll will improve. It is anticipated this change will:

- Automate transactions processing from OTL to MSC-HRMS
- Reduce manual effort, by automating the transactions processing into MSC-HRMS
- Automate interface processing from MSC-HRMS to DFAS
- Reduce the legacy network footprint by decommissioning UCPS
- Consolidate application platform into existing Oracle eBusiness Suite used for Command Human Resource Management
- Ease of maintenance and security posture due to consolidation of application suite.

Tasks

The Contractor shall develop changes to the MSCs Human Resources Management System (MSC-HRMS) technology stack by implementing (configuring) Oracle Time Labor (OTL) to include CIVMAR transition to Payroll requirements.

The contractor shall provide the following maintenance and support services for the MSC-HRMS Portfolio in accordance with subtask 4.3.1 and 4.3.3 of the Contract Statement of Work. Incentives are IAW Section C.9.0 of the contract.

Functional requirements will originate from MSFSC's Human Resource Directorate (N1) and Financial Directorate (N8).

Task 1 – CIVMAR Transition to Payroll

The Contractor shall:
- Attend requirements gathering sessions for the CIVMAR transition to payroll
- Identify and research the relevant Oracle Time Labor configuration and implementation strategy
- Work collaboratively with MSC, DFAS, and their respective contract staff to review and validate functional business requirements for CIVMAR transition to payroll for MSC's Human Resource Management Directorate
- Design, develop, test, and release Oracle Time Labor in the Development, Test, User Acceptance Testing (UAT), and Training instances.
- Provide release management support to MSC N6 branches deploying upgraded patches and components as directed by Oracle to ensure MSC-OTL has the latest released and DoN Application and Database Management System (DADMS) approved versions of its software.
- Provide release management support to MSC N6 branches of approved solutions to the Production environments(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 reviews 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 and provide meeting minutes to the COR.

Deliverables

<u>Meeting Minutes</u>
Provide meeting minutes for all meetings 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 action items with assignments and due dates
- Date, time and location of follow up meetings

<u>Trip Reports</u>
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

<u>Software and Business Documentation</u>
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 CRQ forms
  - Requirements Documentation
  - Detailed Requirements Documents
  - Analysis of Alternatives (AoA)
  - Functional Design Documentation

- o 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 Meetings 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

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. Delivery shall be via email unless otherwise specified.

Description	Due Date	Media Type	Delivery Point(s)
Meeting Minutes	5 working days after meeting	Soft Copy	1 copy to COR 1 copy to Govt PM
Trip Reports	3 days after completion of travel	Soft copy	1 copy to COR 1 copy to Govt PM
Software Requirements Specifications - Signed	Within 30 days of Task Order acceptance	Soft copy	1 copy to COR 1 copy to Govt PM
Business Case Analysis Documentation	Within 30 days of Task Order acceptance	Soft copy	1 copy to COR 1 copy to Govt PM
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	1 copy to COR 1 copy to Govt PM
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	1 copy to COR 1 copy to Govt PM
Entity Relationship Diagrams	30 days after the project closeout review milestone, but no later than the end of the task order	Soft copy	1 copy to COR 1 copy to Govt PM

	performance period		
User Manual	30 days after the project closeout review milestone, but no later than the end of the task order performance period	Soft copy	1 copy to COR 1 copy to Govt PM
Test Plans	30 days after the project closeout review milestone, but no later than the end of the task order performance period	Soft copy	1 copy to COR 1 copy to Govt PM
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	1 copy to COR 1 copy to Govt PM
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	1 copy to COR 1 copy to Govt PM
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	1 copy to COR 1 copy to Govt PM
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	1 copy to COR 1 copy to Govt PM
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	1 copy to COR 1 copy to Govt PM
System Administrator Standard Operating Procedures (SOPs)	As required	Soft copy	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 21-MAR-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 N00033206761020001: $(b) (4)