ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO.	2. DELIVERY ORDER/ CALL NO.	3. DATE OF ORDER/CALL (YYYYMMDD)	4. REQ./ PURCH. REQUEST NO.	5. PRIORITY
N00033-11-D-6505	0027	2013 Feb 11	N0003333256103	

6. ISSUED BY   CODE   N00033

MILITARY SEALIFT COMMAND WASHINGTON D.C.
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
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

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 SF 30 - BLOCK 14 CONTINUATION PAGE

STATEMENT OF WORK
Contract: N00033-11-D-6505
Task Order: 0027
Title: Department Heads Administrative Management System (DHAMS) to MSC-Human Resource Management System (HRMS) interface
Period of Performance: 12 February 2013 – 01 December 2013
TPOC: Mr. Jody Anderson
Place(s) of Performance: MSCHQ, Washington Navy Yard, DC; MSFSC, Norfolk, VA

Objective
To obtain contractor services for the development of an interface from DHAMS to MSC-HRMS.

Background
The DHAMS is an automated system operating onboard MSC Government Owned, Government Operated ships with essential functionality of recording, processing, and transmitting time and attendance, personnel, and other required reference data. It is used by Pursers to collect CIVMAR information for processing of Payroll, disbursing, budget, and various shipboard reports.

Every CIVMAR must have a T&A record for each pay period, whether the record comes from DHAMS, MSC-HRMS, or a record from both applications. Payroll combines DHAMS (Afloat) payroll data and MSC-HRMS (Ashore) payroll data to complete the payroll cycle.

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 MSC N8 for use in the payroll system.

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.

A DHAMS interface to MSC-HRMS would enable essential data specific to CIVMARS to electronically replicate to HRMS to record, process and transmit time and attendance, personnel and other required data for processing payroll.

By implementing another piece of the interface from DHAMS to MSC-HRMS, quality and timeliness of the CIVMAR data into MSC-HRMS will improve. It is anticipated this change will:
 • Automate transactions processing from DHAMS to MSC-HRMS
 • Reduce manual effort, by automating the transactions processing into MSC-HRMS
 • Enhance functionality of moving data from ship to shore and return
 • Automate interface processing from DHAMS to MSC-HRMS
 • Ease of maintenance and security posture due to automated integration

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

Tasks

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, IAW Section C.9.0 of the contract.

Task 1 – DHAMS to MSC-HRMS interface

The contractor shall:
- Finalize DHAMS solution design with the Norfolk DHAMS Implementation Team
- Document and Finalize solution for automated timecard population
- Develop and document conversion scripts to load DHAMS (extended timecard) data into Oracle Time Labor
- Covert and test DHAMS data (extended timecard)
- Document and develop error handling for DHAMS to MSC-HRMS interface
- Configure Oracle Time Labor (OTL) application to accommodate DHAMS data

Task 2 – DHAMS to MSC-HRMS interface (commencing 22 March 2013)

The Contractor shall:
- Develop and document solution for DHAMS to MSC-HRMS interface (utilizing existing MSC technology)
- Develop and finalize the technical documents for the DHAMS to MSC-HRMS interface
- Design the DHAMS to MSC-HRMS interface in Development
- Test the DHAMS to MSC-HRMS interface in the Development, Test, UAT, and Training instances
- Work collaboratively with external stakeholders and their respective contract staff to review and validate functional business requirements for DHAMS (information required for the interface)
- 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 3 – 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 4 – Meeting Minutes

The contractor shall document all meetings and provide meeting minutes to the COR.

Deliverables

Meeting Minutes

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

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 contract shall provide the following deliverables:
- Software Requirements Specification, including use cases, with functional sponsor signatures. This includes but is not limited to:
  o Updated CRQ forms
  o Requirements Documentation
  o Detailed Requirements Documents
  o Analysis of Alternatives (AoA)
  o 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	1 working day 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 performance period	Soft copy	1 copy to COR 1 copy to Govt PM
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 B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001		1	Each	$(b) (4)	$(b) (4)

Oracle Professional IT Technical Support

FFP-LOE

OPTION PERIOD 2: Department Heads Administrative Management System
(DHAMS) to MSC-Human Resource Management System (HRMS) interface.

FOB: Destination

PURCHASE REQUEST NUMBER: N0003333256103

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

ACRN AA $(b) (4)
CIN: N00033332561030001

Section E - Inspection and Acceptance

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
2001	N/A	N/A	N/A	Government

Section F - Deliveries or Performance

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
2001	POP 12-FEB-2013 TO 01-DEC-2013	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 N00033332561030001: $(b) (4)