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	0040	2014 Mar 27	N0003340776101	

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] DESTINATIO
[ ] OTHER

(See Schedule if othe

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
[ ] SMALL
[ ] SMALL DISADVANTAG
[ ] WOMEN-OWNE

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

14. SHIP TO CODE	15. PAYMENT WILL BE MADE BY CODE	
SEE SCHEDULE	WAWF SUBMIT ELECTRONIC INVOICES IAW WAWF CONTRACT CLAUSE MSC WORLDWIDE DC ANY	**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 SIGNE (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				(b) (4)

* 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.
TEL: (b) (6)
EMAI
BY: ERIN W. GRENINGER

CONTRACTING / ORDERING OFFICER

25. TOTAL

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

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

a. DATE (YYYYMMDD)

b. SIGNATURE AND TITLE OF CERTIFYING OFFICER

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.

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	U	AMOUNT
3001		1	Dollars, U.S.	(b) (4)	(b) (4)

Oracle Professional IT Technical Support
FFP
FOB: Destination
PURCHASE REQUEST NUMBER: N0003340776101

	NET AMT	(b) (4)

ACRN AA
CIN: N00033407761010001

Section C - Descriptions and Specifications

PERFORMANCE WORK STATEMENT
STATEMENT OF WORK

Contract: N00033-11-D-6505
Title: MSC Budget / POM Formulation System (BPS Replacement)
Period of Performance: On or about 27 March 2014 – 01 December 2014
COR/ACOR: As per contract, Section G-3
Government Program Manager (PM): Jim Tran, (b) (6)

1.0 SCOPE

1.1 Objective
Using Oracle Hyperion and related COTS products, the Contractor shall implement a solution that meets the functional and technical requirements contained herein and migrates MSC Budget Preparation System (MSC-BPS) functions from a legacy, custom developed application to the Oracle Hyperion enterprise budgeting and Hyperion Essbase solution (MSC-BPFS). All work performed will be in accordance with MSC's established processes and procedures.

1.2 Background
MSC-BPS is a custom developed application that assists MSC's Financial Directorate in preparing the MSC budget. It is based on a Java user interface, an Oracle back-end database, and relies on Oracle Discoverer for management reporting. MSC-BPS allows various factors, such as ship statistics, direct and indirect costs, estimated inflation rates, fuel prices, and historical weights to be input and calculated within the system. The system determines the total cost per ship per year and calculates the daily billing rate charged to MSC's customers. System users can then generate ad-hoc reports to view the data throughout the process.

The current MSC-BPS application is outdated and at the end of its life cycle; as it is a custom application built to satisfy a different process set, it relies on manual data entry into the system and lacks the flexibility for analysis and justification of MSC programs. Modernizing this system will improve quality, timeliness, and confidence in the budget outcome. A replacement system (MSC-BPFS) will decrease the time needed to create the Navy Working Capital Fund (NWCF) and US Transportation Command Working Capital Fund (TWCF) budgets, improve MSC's ability to provide consistently high-level customer service, and make corporate data available across the enterprise. It is anticipated this change will:
- Automate transaction processing from MSC-BPS to MSC-FMS
- Reduce manual effort, by automating the transactions processing into MSC-FMS.
- Reduce the legacy network footprint by decommissioning current MSC-BPS.
- Consolidate application platform into existing Oracle eBusiness Suite used for Command Financial Management.
- Improve ease of maintenance and security posture due to consolidation of application suite.
- Identify options for Office of Personnel Management (OPM) and Congressional budgets to auto load into MSC-BPFS.

2.0 GOVERNMENT FURNISHED EQUIPMENT/MATERIAL/INFORMATION (GFE/GFM/GFI)

2.1 Oracle Hyperion Software
2.2 Functional Requirement Documentation

3.0 TASKS

The contractor shall provide support described per the following sections of the base 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
- C4.2.3 – MSC FMS System Enhancements

Task 1 – MSC-BPFS Functional Support

Build Prototype – The contractor shall build the MSC-BPFS prototype and then conduct workshops with key MSC N81 personnel, to validate requirements and software functionality so that MSC can understand how the future-state application (for example by business process: budget / POM formulation system business process) will be used to satisfy the identified business and technical requirements.

Testing: The Contractor shall conduct functional testing to ensure that correct results are provided when executing calculations, data entry, report retrieval, and consolidations. Ensure that the MSC budget/POM formulation system has met the needs of the end users from a functional and performance perspective.

Deploy Prototype to MSC environments: Upon review and acceptance (official sign-off) of the MSC-BPFS prototype by the COR and the Functional Sponsor (N81 Director) the Contractor shall deploy the MSC-BPFS prototype to MSC's DEV, TEST and PROD environments. The Contractor, working with N81, will conduct User Acceptance testing in DEV and TEST before deploying to PROD.

Training: The Contractor shall develop and implement a training plan for the new system.

Task 2 – Budget Preparation System Replacement - Technical

The Contractor shall:
- Work collaboratively with external stakeholders and their respective contract staff to review and validate functional business requirements for Budget Preparation for MSC's Financial Management Directorate
- Test Financial Data Mart (FDM) and Financial Management System interfaces with the Hyperion system
- Design, develop, test, and release the Oracle Hyperion enterprise budgeting and Hyperion Essbase in the Development, Test, UAT and Training Instances.
- Conduct unit, integration and regression testing for the Hyperion system

- Provide release management support to MSC N6 branches deploying upgraded patches and components as directed by Oracle to ensure MSC-BPFS 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 3 – Milestone Reviews
The contractor shall schedule and conduct milestone reviews in accordance with MSCHQ Enterprise Project Management (EPM) processes and principles, and shall obtain documented approval to proceed from the COR, ACOR, 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/ACOR.

4.0 PERFORMANCE REQUIRMENTS SUMMARY (PRS)

4.1 Bi-weekly Updates

Requirements are as per the Monthly Status report.

4.2 Meeting Minutes

The meeting minutes shall contain the following detailed meeting information, using the 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

4.3 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

4.4 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:
    - Functional Design Documentation
        - Data structures including hierarchies and relationships
        - Business rules (calculations)
        - MSC organization structures
        - Data entry form designs (both narratives and numeric)
        - Report designs
        - Workflow requirements
        - Budget Version and Scenario requirements
        - Task calendaring and related system designs
- Test Plans (unit, integration, regression)
- Software Class specifications
- Contingency Plan updates
- 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)
- User training materials (including on-line help and tutorial materials, user manuals, etc.)
- Updated N81 Standard Operating Procedures (SOPs)

5.0 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. Delivery shall be posted to the MSC IS Portal (per the IS Portal handbooks) or via email.

Delivery Schedule

Description of Deliverable	Due Date	Media Type	Delivery Point(s)
Bi-weekly updates / status reports	Bi-weekly	Soft Copy	1 copy to COR/ACOR 1 copy to Govt PM
Meeting minutes	3 business days after meeting	Soft Copy	1 copy to Govt PM 1 copy to COR/ACOR
Trip Reports and Supporting Travel Documents	5 business days after completion of travel	Soft Copy	1 copy to COR/ACOR 1 copy to Govt PM
Functional Design Documentation – must include: Data structures including hierarchies and	Within 45 days after Build phase completion – test readiness review milestone	Soft Copy	1 copy to COR/ACOR 1 copy to Govt PM

relationships, Business rules (calculations), MSC organization structures, Data entry form designs (both narratives and numeric), Report designs, Workflow requirements, Budget Version and Scenario requirements, and Task calendaring and related system designs			
Test Plans (unit, integration, regression)	Within 45 days of Build Phase completion – test readiness review milestone	Soft Copy	1 copy to COR/ACOR 1 copy to Govt PM
User training materials (including on-line help and tutorial materials, user manuals, etc.)	Within 45 days of Test phase completion – deployment readiness review milestone	Soft Copy	1 copy to COR/ACOR 1 copy to Govt PM
Contingency Plan updates	As Required	Soft Copy	1 copy to COR/ACOR 1 copy to Govt PM
Test Results	20 days after Test phase completion – deployment readiness review milestone	Soft Copy	1 copy to COR/ACOR 1 copy to Govt PM
Meeting Presentation Handouts, Slides and Meeting Minutes	5 business days prior to meeting; meeting minutes 3 business days after meeting	Soft Copy	1 copy to COR/ACOR 1 copy to Govt PM
Update N81 Standard Operating Procedures (SOPs)	As Required	Soft Copy	1 copy to COR/ACOR 1 copy to Govt PM
Software Class Specifications	45 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/ACOR 1 copy to Govt PM

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
3001	N/A	N/A	N/A	Government

Section F - Deliveries or Performance

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
3001	POP 27-MAR-2014 TO 01-DEC-2014	N/A	N/A FOB: Destination	

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 97   X (b) (4)   0 00033 0 000033 2F00000000000000000
AMOUNT (b) (4)
CIN N00033407761010001: (b) (4)