

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N00033-11-D-6505	2. DELIVERY ORDER/ CALL NO. 0041	3. DATE OF ORDER/ CALL (YYYYMMDD) 2014 Mar 27	4. REQ./ PURCH. REQUEST NO. N0003340776102	5. PRIORITY
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6. ISSUED BY MILITARY SEALIFT COMMAND WASHINGTON D.C. 914 CHARLES MORRIS COURT SE WASHINGTON NAVY YARD DC 20398-5540	CODE N00033	7. ADMINISTERED BY (if other than 6) SEE ITEM 6	CODE	8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)
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9. CONTRACTOR US INFORMATION TECHNOLOGIES JOSEPH MORRONE 4800 WESTFIELDS BLVD, STE 250 CHANTILLY VA 20151-4202	CODE 4LYJ5	FACILITY	10. DELIVER TO FOB POINT BY (Date) SEE SCHEDULE	11. MARK IF BUSINESS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGE <input type="checkbox"/> WOMEN-OWNED	12. DISCOUNT TERMS	13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15
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14. SHIP TO SEE SCHEDULE	CODE	15. PAYMENT WILL BE MADE BY WAWF SUBMIT ELECTRONIC INVOICES IAW WAWF CONTRACT CLAUSE MSC WORLDWIDE DC ANY	CODE	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.
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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				

24. UNITED STATES OF AMERICA TEL: (b) (6) EMAIL: (b) (6) BY: ERIN W. GRENINGER	CONTRACTING / ORDERING OFFICER	25. TOTAL 26. DIFFERENCES (b) (4)
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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
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e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS
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f. TELEPHONE NUMBER	g. E-MAIL ADDRESS	<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY	33. AMOUNT VERIFIED CORRECT FOR
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36. I certify this account is correct and proper for payment.

a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. CHECK NUMBER	35. BILL OF LADING NO.
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Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3001	Oracle Professional IT Technical Support FFP FOB: Destination PURCHASE REQUEST NUMBER: N0003340776102	1	Dollars, U.S.	\$ (b) (4)	(b) (4)
ACRN AA CIN: N00033407761020001				NET AMT	(b) (4)

Section C - Descriptions and Specifications

PERFORMANCE WORK STATEMENT
STATEMENT OF WORK**Contract:** N00033-11-D-6505**Title:** CIVMAR Transition to Payroll Phase II**Period of Performance:** On or about 27 March – 01 December 2014**COR/ACOR:** As per contract, Section G-3.**Government Program Manager (PM):** Shelley Olson, (b) (6)**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. MSC Norfolk, VA is a component of MSC that provides human resource support for over 5,500 Civil Service Mariners (CIVMARs) manning approximately 54 MSC ships.

Currently, MSC Norfolk, VA 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 Oracle Time Labor (OTL) to MSC-HRMS - Oracle is an integrated solution
- 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

Task 1 – CIVMAR Transition to Payroll

The Contractor shall:

- Schedule and finalize requirements sessions with the Norfolk Transition Team – required for the Oracle Time Labor configuration
- Document and finalize open requirements with the Norfolk Transition Team as listed below
 1. Missing Ship Time Generation
 2. Approval Process
 3. CSR Roles and Responsibilities
 4. Leave Balance Warnings on Pool Automated Timecard Form
 5. Generate a Timekeeper Group for all active employees
 6. Table Driven Business Rules
 7. ESTA
 8. Stop Terminations from occurring if Timecard entries exist past termination date entered.
 9. Process Prior Roll T&A Afloat Data received in Labor file
 10. Performance Tuning
 11. Add Priority/Weighted Functionality for multi-code Mon/Fri
 12. Batch Submit for the MSC Pool Time data for future release
Requirements may change as the project progresses
- Configure the Oracle Time Labor (OTL) application to support the defined requirements
- Document and finalize reports listed below (needed for Phase II) with the Norfolk Transition Team
 1. Process Prior Roll T&A Afloat Data received in Labor file
 2. Missing Ship Time Generation
 3. Re-generate Coastal Loan T&A data
 4. Approval Process
 5. CSR Roles and Responsibilities
 6. Add Priority/Weighted Functionality for multi-code Mon/Fri
 7. Stop Terminations from occurring if Timecard entries exist past the termination date entered.
 8. Generate a Timekeeper Group for all active employees
 9. Data Changed Flag Rework and Reports
 10. Table Driven Business Rules
 11. Leave Balance Warnings on Pool Automated Timecard Form
 12. AA UA Report CSU West only
 13. ALPHA BY CLEARANCE W POS
 14. ALPHA BY CLEARANCE W POS FOR PRS
 15. Analysis Weekly Sailing Positions
 16. Competences Achieved - with Assignment Status
 17. Competency Evaluation Report
 18. Current location of CIVMAR - By Perm Position
 19. DFWP EUDELL
 20. DFWP TRAINING

21. DFWPC Random Selection - EUDELL
22. Division Director's Daily Pool Report
23. GWOT Medal Report
24. Marine Employment Assignment History - Test
25. MASTERS
26. MED Coastal Transfers
27. Neafie Ordnance Report
28. Chronic Conditions
29. Crew HRMS Med Info by Ship
30. Current MSO list
31. McGrath - PEs
32. McGrath MSPs
33. MPS Current Mariner NFFD Status
34. MPS Current Mariner NFFD Status with diagnosis
35. Pool Report
36. REPATS
37. Perm Promotions
38. Pool Status Posting
39. S and Q Determination Assistance
40. Security by Perm Posn
41. Security Clearance by Position
42. Security Competencies
43. Security Competencies_DATES Errors
44. SHIP Key Personnel List
45. Sign-in Sheet East
46. Sign-in Sheet West
47. Student Roster
48. Surface Rescue Swimmers
49. Terminated Records - Payroll

Reports may change as the project progresses

- Develop and test the reports (needed for Phase II)
- Design, develop, test, and release Oracle Time Labor in the Development, Test, User Acceptance Testing (UAT), and Training instances -
 - Support the DFAS conversion test plan for all DFAS conversation phases -
- 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.
- Document, develop and test the following error processing, handling and reporting for the following inbound / outbound interfaces in DEV, UAT, and Training instances:
 - DCPS SDA T&A error processing, handling and reporting
 - CIVMAR Actual Pool T&A and CIVMAR Afloat T&A error processing, handling and reporting
 - CIVMAR Leave balances error processing, handling and reporting
 - CIVMAR Ashore S&Q validation error processing, handling and reporting
 - Data reconciliation reporting between DFAS and MSC-HRMS

- Provide DFAS with conversion test files per the DFAS conversion test plan for all DFAS conversation phases:

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 Enterprise Project Management (EPM) Documents, and shall obtain documented approval to process 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

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 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

- Technical Design Documentation
 - Business Case Analysis Documentation
 - User Interface screens/options (As Required)
 - Software Class specifications
 - 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 (As Required)
 - System specifications necessary to recompile and deploy the software (As Required)
 - Update System Administrator Standard Operating Procedures (SOPs) (as required)

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	Due Date	Media Type	Delivery Point(s)
Meeting Minutes	3 business days after meeting	Soft Copy	1 copy to COR 1 copy to Govt PM
Trip Reports	5 business days after completion of travel	Soft copy	1 copy to COR 1 copy to Govt PM
Software Requirements Specifications - Signed	Within 45 days of Task Order acceptance	Soft copy	1 copy to COR 1 copy to Govt PM
Business Case Analysis Documentation	Within 45 days of Task Order acceptance	Soft copy	1 copy to COR 1 copy to Govt PM
User Interface Screens/Options	As Required	Soft copy	1 copy to COR 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 1 copy to Govt PM
Test Plans and Scripts	45 days after the Build Phase completion – test readiness review milestone	Soft copy	1 copy to COR 1 copy to Govt PM
Contingency Plan updates	As Required	Soft copy	1 copy to COR 1 copy to Govt PM
Test Results with Functional Sponsor signature	45 days after the Test Phase completion – deployment readiness review	Soft copy	1 copy to COR 1 copy to Govt

	milestone		PM
Software Installation Instructions and SOPs	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 1 copy to Govt PM
Source code and operating program for all designed and developed modules	As Required	Soft copy	1 copy to COR 1 copy to Govt PM
System specifications for recompiling and deploying the software	As Required	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 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 4930 ND2A 000 00033 0 000033 2F000000000000000000

AMOUNT: (b) (4)

CIN N00033407761020001: (b) (4)