ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF 10

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N00033-11-D-6505	2. DELIVERY ORDER/ CALL NO. 0042	3. DATE OF ORDER/CALL (YYYYMMDD) 2014 May 01	4. REQ./ PURCH. REQUEST NO. N0003341446101	5. PRIORITY

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 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

SEE SCHEDULE

15. PAYMENT WILL BE MADE BY CODE

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				

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

E. Greninger
CONTRACTING / ORDERING OFFICER

25. TOTAL (b) (4)

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
[ ] PARTIAL [ ] FINAL	32. PAID BY	33. AMOUNT VERIFIED CORRECT FOR

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

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	UNIT PRICE	AMOUNT
3001		1	Dollars, U.S.	$(b) (4)	$(b) (4)

Support CIVMAR to DFAS transition
FFP
FOB: Destination
PURCHASE REQUEST NUMBER: N0003341446101

				NET AMT	$(b) (4)

ACRN AA $(b) (4)
CIN: N00033414461010001

Section C - Descriptions and Specifications

PWS
STATEMENT OF WORK

Contract: N00033-11-D-6505
Title: MSC Financial Management System (FMS) interfaces supporting CIVMAR Transition to DFAS
Period of Performance: May 01, 2014 to April 28, 2015
COR/ACOR: As per contract, Section G-3
Government Program Manager (PM): Jim Tran, (b) (6)

1.0 SCOPE

1.1 Objective
To obtain contractor services for the development of several critical interfaces from Financial Management System (FMS) to Human Resources Management System (HRMS) and FMS to Defense Finance and Accounting Service (DFAS) since the Unified Civilian Payroll System (UCPS) will be replaced in 2014. The contractor shall develop and oversee the execution of all tasks and help to 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
MSC-FMS is a state of the art, fully integrated finance and accounting system that replaced non-compliant legacy systems in fiscal year 2000. The new system is Joint Financial Management Improvement Program (JFMIP) certified, meets and exceeds numerous Federal Financial Management System Requirements, and is CFO capable. This system is based on Oracle Federal Financials and includes a Federalized General Ledger utilizing the USSGL at the detailed transaction level, along with federalized modules for Accounts Receivable, Accounts Payable and Purchasing. In addition, Oracle commercial modules supporting project costing, project billing, inventory and fixed assets were implemented. Finally, for internal reporting and presentation of decision-making information, MSC developed a financial data mart.

In order to support the CIVMAR Transition to DFAS implementation which will replace the Unified Civilian Payroll System (UCPS) system, several interfaces need to be developed from FMS to HRMS and FMS to DFAS.

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

None

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

TASKS

Task 1 – FMS interfaces supporting CIVMAR Transition to DFAS
  The Contractor shall:
- Document, develop and test the following inbound / outbound interfaces
  - S&Q Payments (Pool Mariners only) from FMS to CDS (this is an existing interface but needs to be modified)
  - Disbursements from DEF/REG6 to FMS (this is an existing interface but needs to be modified)
  - Employee / Bank Accounts from DCPS to FMS
  - CIVMAR Subsistence from FMS to DCPS
  - Draws from FMS to DCPS
  - Deferred Earnings from DCPS to FMS
  - LES / W2 from DCPS to FMS
  - Gross Pay from DCPS to FMS (this is an existing interfaces but needs to be modified)
  - LES / W2 from FMS to DHAMS
- Conduct unit, integration and regression testing for all interfaces (inbound/outbound)
- 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.
- Support the User Acceptance Testing of the interfaces.
- 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 3 – Milestone Reviews
The contractor shall schedule and conduct milestone review 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

The contractor shall hold meetings at least bi-weekly to provide project status updates to project stakeholders, on the progress of the project.

4.2 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

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:
  - Technical Design 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 Meeting 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)
- System Administrator Standard Operating Procedures (SOPs)(As Required)

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	Due Date	Media Type	Delivery Point(s)
Meeting Minutes	3 business days after meeting	Soft Copy (standard Microsoft Office and/or PDF Documents)	1 copy to COR/ACOR 1 copy to Govt PM
Trip Reports	5 business days after completion of travel	Soft Copy (standard Microsoft Office and/or PDF Documents)	1 copy to COR/ACOR 1 copy to Govt PM
Software Requirements Specifications -Signed	Within 45 days of Task Order acceptance	Soft Copy (standard Microsoft Office and/or PDF Documents)	1 copy to COR/ACOR 1 copy to Govt PM
User Interface Screens/Options	As Required	Soft Copy (standard Microsoft Office and/or PDF Documents)	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 (standard Microsoft Office and/or PDF Documents)	1 copy to COR/ACOR 1 copy to Govt PM
Test Plans and Scripts	45 Days after the Build phase completion – before test readiness review	Soft Copy (standard Microsoft Office and/or PDF Documents)	1 copy to COR/ACOR 1 copy to Govt PM
Contingency Plan Updates	As Required	Soft Copy (standard Microsoft Office and/or PDF Documents)	1 copy to COR/ACOR 1 copy to Govt PM
Test Results with Functional Sponsor signature	45 Days after the Test phase completion – before deployment readiness review	Soft Copy (standard Microsoft Office and/or PDF Documents)	1 copy to COR/ACOR 1 copy to Govt PM
Software Installation Instructions and SOPs	45 Days after the Test phase completion – before deployment readiness review	Soft Copy (standard Microsoft Office and/or PDF Documents)	1 copy to COR/ACOR 1 copy to Govt PM
Source code and operating program for all designed and developed modules	As Required	Soft Copy (standard Microsoft Office and/or PDF Documents)	1 copy to COR/ACOR 1 copy to Govt PM
System specifications for recompiling and deploying the software	As Required	Soft Copy (standard Microsoft Office and/or PDF Documents)	1 copy to COR/ACOR 1 copy to Govt PM
System Administrator Standard Operating Procedures (SOPs)	As Required	Soft Copy (standard Microsoft Office	1 copy to COR/ACOR 1 copy to Govt PM

		and/or PDF Documents)	

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 01-MAY-2014 TO 28-APR-2015	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 N00033414461010001: $(b) (4)