

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N00033-11-D-6505	2. DELIVERY ORDER/ CALL NO. 0045	3. DATE OF ORDER/ CALL (YYYYMMDD) 2014 Jul 10	4. REQ./ PURCH. REQUEST NO. N0003341646103	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 DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED
			12. DISCOUNT TERMS	
13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15				

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					

* 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: [REDACTED] BY: ERIN W. 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
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e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS
f. TELEPHONE NUMBER	g. E-MAIL ADDRESS		32. PAID BY
			33. AMOUNT VERIFIED CORRECT FOR

36. I certify this account is correct and proper for payment.		31. PAYMENT	34. CHECK NUMBER
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	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) NTE
	EDW 5.1 Metrics Phase II FFP Option Three Labor FOB: Destination PURCHASE REQUEST NUMBER: N0003341646103				

NET AMT \$(b) (4)

ACRN AA \$(b) (4)
CIN: N00033416461030001

Section C - Descriptions and Specifications

PERFORMANCE WORK STATEMENT
STATEMENT OF WORK**Contract:** N00033-11-D-6505**Title:** Enterprise Data Warehouse (EDW) 5.1 N4 Metrics Phase II**Period of Performance:** 10 July 2014 – 09 July 2015**COR/ACOR:** As per contract, Section G-3.**Government Program Manager (PM):** Shelley Olson, (b) (6)**1.0 SCOPE**

- 1.1 **Objective:** The contractor shall provide EDW services for Phase II of the N4 interfaces required for metrics to MSC for all tasks under this contract. The contract 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:** EDW 5.0 delivered reporting requests for N4 such as "Port Costs", "Feedback", "Range and Depth", and "Readiness". EDW supported N4's requests by merging data from multiple data sources into a single report / metric. The EDW solution offered an easy and robust ad-hoc reporting capability to the N4 users.

2.0 GOVERNMENT FURNISHED EQUIPMENT/MATERIAL (GFE/GFM)

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
- C4.5.1 – System Maintenance
- C4.5.2 – Tier 3 Support for the MSC Financial Management Portfolio (MSC-FMP), MSC Human Resources Management Portfolio (MSC-HRMP) and MSC-Enterprise Data Warehouse (EDW) programs.

Task 1 – EDW 5.1 N5 Metrics Phase II:

The contractor shall:

- Add additional capabilities to existing reports / metrics, such as:
 - Add a "Fleet View" to the Monthly Inventory Reports
 - Add a multi-select to Organization and Caro Type selections (where possible)
 - Add Additional Time Dimensional reporting to the Adjustments Reports (i.e. Report by Quarter and Month - not just year)

- Add NIIN Description all Reports
 - Add Supply Officer Name to Over threshold Survey Report
- Document, develop and test new reports, such as:
 - Develop a MILSTRIP Transaction History Report
 - Develop new trend report for Inventory Readiness
- Document, develop and test redesign / reorganization of existing reports, such as:
 - Redesign "EOM Full Compliment On-Hand by Ship Class" after functional consensus.
 - ReDesign Inventory Readiness Drill Down Logic
 - ReOrganize Column order on all reports to match the MILSTRIP sequence
- Update / create all required SOPs

Task 2 – 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 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

4.0 DEIVERABLES

Meeting Minutes

The Contractor shall provide meeting minutes for all meetings attended as an MSC N6 representative.

Meeting minutes 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

Software and Business Documentation

The contractor shall provide the following deliverables:

- Software Requirements Specification, including use cases, with functional sponsor signature.
Updated change request forms
- Requirements Documentation (Functional & Technical Designs)
- User Manuals
- Test Plans (unit, integration, regression)
- Contingency Plan Updates (as required)
- Test Results
- Software installation instructions
- Meeting presentation handouts, slides and meeting minutes
- Updates to 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	2 business day after meeting	Soft Copy (<i>Microsoft Office and PDF files</i>)	1 copy to COR/ACOR 1 copy to Govt PM
Software Requirements Specifications (functional / technical)	Within 45 days after build phase completion – test readiness review milestone	Soft Copy (<i>Microsoft Office and PDF files</i>)	1 copy to COR/ACOR 1 copy to Govt PM
Test Plans (unit, integration, regression)	Within 45 days of Build Phase completion – test readiness review milestone	Soft Copy (<i>Microsoft Office and PDF files</i>)	1 copy to COR/ACOR 1 copy to Govt PM
Contingency Plan Updates	As required	Soft Copy (<i>Microsoft Office and PDF files</i>)	1 copy to COR/ACOR 1 copy to Govt PM
Test Results with Functional Sponsor signature	45 Days after the project closeout review milestone , but no later than the end of the task order performance period	Soft Copy (<i>Microsoft Office and PDF files</i>)	1 copy to COR/ACOR 1 copy to Govt 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 (<i>Microsoft Office and PDF files</i>)	1 copy to COR/ACOR 1 copy to Govt PM
System Administrator Standard Operating Procedures (SOPs)	As Required	Soft Copy (<i>Microsoft Office and PDF files</i>)	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 10-JUL-2014 TO 09-JUL-2015	N/A	N/A FOB: Destination	

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 97 X 4930 FD20 000 00033 0 000033 2F000000000000000000

AMOUNT: \$(b) (4)

CIN N00033416461030001: \$(b) (4)

Section I - Contract Clauses

CLAUSES INCORPORATED BY FULL TEXT

252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013)

(a) Definitions. As used in this clause--

Department of Defense Activity Address Code (DoDAAC) is a six position code that uniquely identifies a unit, activity, or organization.

Document type means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

Local processing office (LPO) is the office responsible for payment certification when payment certification is done external to the entitlement system.

(b) Electronic invoicing. The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

(c) WAWF access. To access WAWF, the Contractor shall--

(1) Have a designated electronic business point of contact in the System for Award Management at <https://www.acquisition.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this Web site.

(d) WAWF training. The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the "Web Based Training" link on the WAWF home page at <https://wawf.eb.mil/>.

(e) WAWF methods of document submission. Document submissions may be via Web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) WAWF payment instructions. The Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order:

(1) Document type. The Contractor shall use the following document type(s).

Invoice

(Contracting Officer: Insert applicable document type(s). Note: If a "Combo" document type is identified but not supportable by the Contractor's business systems, an "Invoice" (stand-alone) and "Receiving Report" (stand-alone) document type may be used instead.)

(2) Inspection/acceptance location. The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

N/A

(Contracting Officer: Insert inspection and acceptance locations or “Not applicable”).

(3) Document routing. The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table*

Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	N00033
Issue By DoDAAC	N00033
Admin DoDAAC	N00033
Inspect By DoDAAC	_____
Ship To Code	N62387
Ship From Code	_____
Mark For Code	_____
Service Approver (DoDAAC)	_____
Service Acceptor (DoDAAC)	_____
Accept at Other DoDAAC	_____
LPO DoDAAC	_____
DCAA Auditor DoDAAC	_____
Other DoDAAC(s)	_____

(*Contracting Officer: Insert applicable DoDAAC information or “See schedule” if multiple ship to/acceptance locations apply, or “Not applicable.”)

(4) Payment request and supporting documentation. The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.

(5) WAWF email notifications. The Contractor shall enter the email address identified below in the “Send Additional Email Notifications” field of WAWF once a document is submitted in the system.

Jim.a.tran@navy.mil

(Contracting Officer: Insert applicable email addresses or “Not applicable.”)

(g) WAWF point of contact. (1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity's WAWF point of contact.

mschq_wawf@navy.mil

(Contracting Officer: Insert applicable information or “Not applicable.”)

(2) For technical WAWF help, contact the WAWF helpdesk at 866-618-5988.

(End of clause)

The information contained in this instruction is supplemental to DFARS 252.232-7006.

The information contained in the table in DFARS 252.232-7006 is for WAWF purposes only. Information included in DFARS 252.232-7006 and this WAWF instruction apply only to WAWF Invoicing and WAWF Receiving Reports. Contradictory information elsewhere in this contract, e.g. Ship to DoDAAC, shall be followed per the terms and conditions of the contract.

When entering the invoice into WAWF, the Contractor shall fill in the DoDAAC fields or DoDAAC extensions exactly as shown in the table in DFARS 252.232-7006. Fields that should not be filled in when entering the invoice into WAWF will be indicated with the direction, "Leave Blank."

In some situations the WAWF system will pre-populate the "Pay DoDAAC," "Admin By DoDAAC" and "Issue By DoDAAC." The Contractor shall verify that those DoDAACs automatically entered by the WAWF system match the information in the table in DFARS 252.232-7006. If these DoDAACs do not match, then the Contractor shall correct the field(s).

If Receiving Reports are required, ensure that the "Inspection" and "Acceptance" defaults of "destination" for both fields are not changed in the WAWF online interface.

The CLINs on the WAWF invoice shall be entered exactly as set forth in the contract document including CLIN number (e.g. 0001), Quantity (may be adjusted for actual quantity or dollar value delivered and invoiced), and Unit Price (e.g. \$1.00). The dollar amounts on each CLIN or SubCLIN on the WAWF invoice shall reflect final performance values, but in no instance can the dollar amount for each CLIN or SubCLIN exceed what is specified in the contract document. The Contractor shall bill to the lowest level, e.g., the SubCLIN level. The Quantity and Unit of Measure fields must be filled out exactly as indicated in the CLINs and SubCLINs to reduce the possibility of the invoice being delayed or rejected during processing.

Before closing out of an invoice session in WAWF, but after submitting the document or documents, the Contractor will be given the option to send additional email notifications by clicking on the "Send More Email Notifications" link that appears on the page. The Contractor shall click on this link and add the Technical Point of Contact's (TPOC) or Contracting Officer's Representative's (COR) email address in the first email address block and add any other additional email addresses desired in the following blocks. This additional notification to the Government is important to ensure the acceptor/receiver is aware that the invoice documents have been submitted into the WAWF system.

(End of instructions)