

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N00033-11-D-6505		2. DELIVERY ORDER/ CALL NO. 0002		3. DATE OF ORDER/ CALL (YYYYMMDD) 2011 Mar 02		4. REQ./ PURCH. REQUEST NO. N0003310556303		5. PRIORITY	
6. ISSUED BY MILITARY SEALIFT COMMAND, N1022 914 CHARLES MORRIS COURT SE WASHINGTON NAVY YARD DC 20398-5540				7. ADMINISTERED BY (if other than 6) SEE ITEM 6		8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)			
9. CONTRACTOR US INFORMATION TECHNOLOGIES NAME JOSEPH MORRONE AND 4800 WESTFIELDS BLVD, STE 250 ADDRESS CHANTILLY VA 20151-4202		CODE 4LYJ5		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <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			15. PAYMENT WILL BE MADE BY MILITARY SEALIFT COMMAND MSC N-83 914 CHARLES MORRIS CT SE WASHINGTON DC 20398			CODE N00033		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.	
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: (b) (6) BY: BRIAN HJ KIMM		25. TOTAL 26. DIFFERENCES		(b) (4)	
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> 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		<input type="checkbox"/> PARTIAL <input type="checkbox"/> 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							
					<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> 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.

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	FY 11 Labor, HRMS Maintenance FFP-LOE FOB: Destination PURCHASE REQUEST NUMBER: N0003310556303	1	Each	\$(b) (4)	\$(b) (4) NTE
				NET AMT	\$(b) (4)
				CEILING PRICE	\$0.00
	ACRN AA CIN: N00033105563030001				\$(b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	FY 12 Labor, HRMS Maintenance FFP-LOE This CLIN shall be funded in the amount of \$(b) (4) prior to the start of its period of performance. FOB: Destination				\$0.00 NTE
				NET AMT	\$0.00
				CEILING PRICE	\$0.00

Section C - Descriptions and Specifications

STATEMENT OF WORK**STATEMENT OF WORK****TASK TITLE: HRMS MAINTENANCE****PERIOD OF PERFORMANCE: 03 March 2011 – 01 December 2011**

COR/ACOR: As per base contract, Section G-3.

Government PM:

Primary: Zadoc-Lee Kekuewa, (b) (6)

Alternate: Robert Walz, (b) (6)

1.0 SCOPE

1.1 Objective: The contractor shall perform activities in support of the MSC Human Resources Management Portfolio (MSC-HRMP also known as Human Resources Management System (HRMS)) Maintenance in accordance with section C4.3 of the base contract. This support includes the impact analysis, design, development, testing and execution of system change requests for correction of system problems or enhancements requested to the HRMS baseline by the MSC TPOC. The support personnel shall respond to user questions resulting from MSC Global HelpDesk (GHD) Tier 2 inquiries and provide guidance on proper system process user interaction. The support also includes developing changes to custom reports and interfaces necessitated by customer processing and review.

1.2 Background: The Military Sealift Fleet Support Command (MSFSC) uses multiple systems such as Oracle, Human Resources Management System (MSC-HRMS) and additional support systems that create the MSC Human Resource Management Portfolio (MSC-HRMP). MSC-HRMP is used to support the over 4500 civilian mariners that man MSC afloat units, identify qualified candidates, and retain existing Civil Service Mariners to crew the MSC Ships. In addition to using systems under the HRMP to hire, train, identify qualified candidates, and assign Civil Service Mariners, additional information is maintained such as training needs, certifications, licenses, medical information and immunizations. All of this information is used to determine if a mariner is qualified to fill a vacant position aboard ship.

Other systems within the HRMP include the Sea Service Letter Program and Mariner Advancement Program. Future systems, initiatives and interface upgrades may include Governance Risk and Compliance integrated into HRMS as well as a system that allows for digitizing documents and provides an authoritative data source for medical records.

2.0 GOVERNMENT FURNISHED EQUIPMENT/MATERIAL (GFE/GFM)

2.1 None

3.0 TASKS AND DELIVERABLES

The contractor shall provide maintenance support as described in section C4.3 HRMP, C4.1.2 – Program Management Reviews, C4.1.3 – Portfolio Management Support, 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 and C4.5.2 -- Tier 3 Support for the MSC

HUMAN RESOURCES MANAGAMENT PORTFOLIO of the base contract.

4.0 PERFORMANCE REQUIRMENTS SUMMARY (PRS)

Incentives, if applicable, are as per Section C.9.0 of the base contract.

Performance Requirement (Required Service)	Desired Results of Performance (Outcome)	Acceptable Quality Level (AQL)	Performance Assessment (Sampling Method)
Ensure MSC-HRMS, is maintained and supported per DoD guidance	99.7% operational uptime excluding scheduled maintenance outages and approved service interruptions.	90% operational uptime	Monthly reporting by Operations Division
Ensure proper patching is completed as required for security and functionality	100% completion of all IAVA patching 100% completion of all Government approved functionality patching	100% completion of all IAVA patching 80% completion of all Government approved functionality patching	Weekly Updates
Provide incident and problem support/resolution	100% resolution of all incidents/problems	100% resolution of all incidents/problems	Weekly Updates
Ensure software maintenance and modifications are completed in a timely manner	100% resolution of all maintenance and modification tasks	100% resolution of all maintenance and modification tasks	Weekly Updates

5.0 Deliverables.

Deliverables will tend to be either Program / Project Management or Technical Deliverables. Program / Project Management Deliverables (e.g. Charter, Risk Management Plans, Project Plans (POA&Ms), Lessons Learned and Meeting Minutes) are described in section C4.1 of the base contract. Technical deliverables will be in accordance with sections C4.2 – C4.5 of the base contract and include items such as requirements documents, design documents, test plans and test scripts.

5.1.1 Weekly Updates

To include any pertinent changes/events, e.g. IAVA patching, software updates, scheduled downtime, etc.

5.1.2 Monthly Status Reports (per section C8.4.1 of the base contract)

In accordance with the requirements set forth under paragraph C4.1.5 of the base contract, the contractor shall provide monthly status reports to the COR by the 15th day of each month, covering the previous month.

- The contractor shall provide a consolidated Plan of Action and Milestones as required.

5.1.3 Summary Cost Reports (per section C8.4.2 of the base contract)

The contractor shall prepare and submit a report concurrently with each invoice presented for payment. The contractor shall report expenses that can be invoiced under the contract. The report shall include labor expended for the period and cumulatively broken out to identify labor categories, labor rate and specific individuals utilized and the amount of labor hours expended by each; if applicable, labor expenses shall be reported at the SubCLIN level.

The contractor shall use the report format found in the Summary Contract Cost Report (Appendix J-12); alternate formats may be proposed and used, with prior approval of the Contracting Officer.

Contractors must provide a cost summary sheet providing a breakout of costs per effort and cumulative costs as they relate to the budgeted amounts.

5.1.4 Monthly Burn Rate Status Report

This report shall include overall task order burn rate and granular costs specific to associated maintenance tasks assigned.

5.1.5 Program Management Reviews (per section C8.4.3 of the base contract)

- The first review will be conducted 90 days after award. Subsequent reviews will be done at three-month intervals.
- The contractor shall prepare and submit a Program Management Review (PMR) agenda to the COR 5 days prior to the PR meeting and prepare minutes within 5 days after the meeting.

5.1.6 Quarterly Financial Reporting

This report shall include an overall summary of the past quarter, total amount of funding obligated, total amount of funding still available, Burn Rate, any changes to the burn rate identified, Task Order number in reference and brief description of Task Order, ex: HRMS Maintenance TO 67.

5.2. Format of Deliverable

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 of Deliverable	Due Date	Delivery Point(s)
Weekly Updates	Weekly	1 copy to COR 1 copy to Govt PM
Monthly Status Report by Task	15th day of each month, covering the previous month	1 copy to COR 1 copy to Govt PM
Summary Cost Report	Concurrently with Contractor Invoice	1 copy to COR 1 copy to Govt PM
Monthly Burn Rate Status Report	15th day of each month, covering the previous month	1 copy to COR 1 copy to Govt PM
Program Management Review Agenda	5 days prior to each PR meeting	1 copy to COR 1 copy to Govt PM
Program Management Review Meeting	5 days after each PR meeting	1 copy to COR

Minutes		1 copy to Govt PM
Program Management Review Agenda	5 days prior to each PR meeting	1 copy to COR 1 copy to Govt PM
Program Management Review Meeting Minutes	5 days after each PR meeting	1 copy to COR 1 copy to Govt PM
Quarterly Financial Reporting	Quarterly	1 copy to COR 1 copy to Govt PM

Section F - Deliveries or Performance

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 03-MAR-2011 TO 30-SEP-2011	N/A	N/A FOB: Destination	
0002	POP 01-OCT-2011 TO 01-DEC-2011	N/A	N/A FOB: Destination	

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 97 X 4930 ND2A 000 00033 0 000033 2F0000000000000000

AMOUNT: (b) (4)

CIN N00033105563030001: (b) (4)

FUNDS SEPARATED BY FISCAL YEAR

All lines of funding for this task order shall be clearly designated for use within a single Government fiscal year. Funding shall only be used as payment for services performed within the Government fiscal year for which that funding is designated. Funding will only be authorized for its designated fiscal year, and shall not in any manner to be used for services performed outside of its designated fiscal year.