

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N00033-11-D-6505	2. DELIVERY ORDER/ CALL NO. 0011	3. DATE OF ORDER/CALL (YYYYMMDD) 2011 Oct 21	4. REQ./ PURCH. REQUEST NO. N0003322936102	5. PRIORITY
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6. ISSUED BY MILITARY SEALIFT COMMAND, N1022 914 CHARLES MORRIS COURT SE WASHINGTON NAVY YARD DC 20398-5540	CODE N00033	7. ADMINISTERED BY (if other than 6) <b>SEE ITEM 6</b>	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 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) <b>SEE SCHEDULE</b>	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
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14. SHIP TO <b>SEE SCHEDULE</b>	CODE	15. PAYMENT WILL BE MADE BY MILITARY SEALIFT COMMAND MSC N-83 914 CHARLES MORRIS CT SE WASHINGTON DC 20398	CODE N00033	<b>MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.</b>
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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
	<b>SEE SCHEDULE</b>				

* 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.S. ADDRESS TEL: (b) (6) EMAIL: (b) (6) BY: REYN SCHUTTNER	 CONTRACTING / ORDERING OFFICER	25. TOTAL	(b) (6)
			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.**

a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER
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37. RECEIVED AT	38. RECEIVED BY	39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.
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Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	MAP Spiral II Support FFP-LOE FOB: Destination PURCHASE REQUEST NUMBER: N0003322936102	1	Lot	\$(b) (4)	\$(b) (4) NTE

NET AMT	\$(b) (4)
CEILING PRICE	\$0.00

ACRN AA  
CIN: N00033229361020001

\$(b) (4)

## Section C - Descriptions and Specifications

### STATEMENT OF WORK

Contract: N00033-11-D-6505 0011

Title: MSC-HRMS Mariner Advancement Program (Spiral II)

Technical Order Number: 0011

Period of Performance: From Date of Task Order Award through 01 December 2011.

TPOC: Ken Decker, (b) (6)

## **MSC-HRMS MARINER ADVANCEMENT PROGRAM (SPIRAL II)**

### **OBJECTIVE**

The objective is to obtain contractor services for the development of changes to MSC's Human Resources Management System technology stack by upgrading the Mariner Advancement Program.

### **Background**

The Mariner Advancement Program (MAP) provides for automated mariner evaluations, to include electronic signatures for individual verification and security. It is designed to create a level playing field, across all departments and billets, in order to produce a fair and unbiased assessment of each mariner's work performance, contribution and potential.

MAP consolidates all evaluations into a single system. The program replaces a multitude of different forms and systems unique to rank, department, or coast. MAP is expected to retain 5 years' worth of evaluation history which will give management a long-range view of mariners' work performance, contribution and potential.

Two individuals are involved in completing MAP evaluations: the mariner and his/her evaluator. A completed MAP evaluation will contain the evaluator remarks, signed electronically by the evaluator, and the evaluated mariner's remarks, signed electronically by the mariner. Electronic signatures will be applied to the digital document via use of the Common Access Card (CAC). Once electronically sent to MSFSC's human resources and manpower directorate ashore, the electronic evaluation is retained.

MAP will be implemented in multiple Spirals. MSFSC implemented MAP Spiral 1 in September 2009. Currently, the Adobe Acrobat evaluation templates used in the evaluation process are stored electronically aboard each ship. Completed evaluations are e-mailed as an attachment to a shore side account for processing. Existing back-end processing takes the attachment in each e-mail and loads the evaluation data to temporary tables in the MSC-HRMS database. From there, reports can be retrieved by N14 and N18 personnel.

### **Tasks**

The Contractor shall provide the following maintenance and support services for the MSC-HRMS Portfolio in accordance with subtask 4.3.1 and 4.3.3 of the Contract Statement of Work. The performance metrics and incentives at 9.0 of the Contract Statement of Work apply.

#### **Task 1 – Mariner Advancement Program Spiral II**

The Contractor shall:

- Identify and research the relevant changes in functionality that can be utilized by MSC.
- Provide an approved software functionality to the Fleet Afloat which requires minimal to no maintenance on board the ship
- Provide a consistent, upgradeable, and flexible solution for Afloat and Ashore processing of CIVMAR evaluations
- Provide a standardized and automated solution that reduces manual data entry requirements
- Provide a simplified solution that requires a minimal number of individuals and steps to move the process from beginning to end and reduce the overall manual process
- Design, develop, test, and release the upgrade in the Development, Test, UAT and Training Instances.
- Provide release management support to MSC N6 branches deploying upgraded patches and components as directed by Oracle to ensure MSC-HRMS has the latest released (and DADMS approved) versions of its software
- Provide release management support to MSC N6 branches for 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 2 – Milestone Reviews**

The contractor shall schedule and conduct milestone review in accordance with the current version of COMSC C4S Enterprise Software Life Cycle Process Management Document, 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.

## **Deliverables**

### **Meeting Minutes**

Provide meeting minutes for all meeting 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 actions 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 CCR forms
  - Requirements Documentation
  - Detailed Requirements Documents
  - Analysis of Alternatives (AoA)
  - Functional Design Documentation
  - Technical Design Documentation
- Business Case Analysis Documentation
- User Interface screens/options
- Software Class specifications
- Entity Relationship Diagrams
- User Manual
- 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.
- System specifications necessary to recompile and deploy the software
- System Administrator Standard Operating Procedures (SOPs) (As Required)

### **Delivery Schedule**

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.

<b>Description</b>	<b>Due Date</b>	<b>Media Type</b>	<b>Delivery Point(s)</b>
Meeting Minutes	5 working days after meeting	Soft Copy	1 copy to COR 1 copy to Govt PM
Trip Reports	3 days after completion of travel	Soft Copy	1 copy to COR 1 copy to Govt PM
Software Requirements Specifications - Signed	Within 30 days of Task Order acceptance	Soft Copy	1 copy to COR 1 copy to Govt PM
Business Case Analysis Documentation	Within 30 days of Task Order acceptance	Soft Copy	1 copy to COR 1 copy to Govt PM
User Interface Screens/Options	30 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
Software Class Specifications	30 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
Entity Relationship Diagrams	30 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
User Manual	30 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	30 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
Contingency Plan Updates	As Required or 30 Days after the project closeout review milestone , but no later than the end of the task	Soft copy	1 copy to COR 1 copy to Govt PM

	order performance period		
Test Results with Functional Sponsor signature	30 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
Software Installation Instructions and SOPs	30 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	30 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
System specifications for recompiling and deploying the software	30 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
System Administrator Standard Operating Procedures (SOPs)	As Required	Soft Copy	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 21-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 N00033229361020001: \$(b) (4)