

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N00033-11-D-6505		2. DELIVERY ORDER/ CALL NO. 0012		3. DATE OF ORDER/CALL (YYYYMMDD) 2011 Sep 12		4. REQ./ PURCH. REQUEST NO. N0003312506301		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		CODE		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		 CONTRACTING / ORDERING OFFICER		25. TOTAL	(b) (6)
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	31. PAYMENT		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	Project Management Support - FY11 Labor FFP-LOE FOB: Destination PURCHASE REQUEST NUMBER: N0003312506301	1	Lot	\$(b) (4)	\$(b) (4) NTE

NET AMT \$(b) (4)

CEILING PRICE \$0.00

ACRN AA \$(b) (4)
CIN: N00033125063010001

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001	Project Management Support - FY12 Labor FFP-LOE This CLIN shall be funded in the amount of \$(b) (4) prior to the start of its period of performance. FOB: Destination	1	Lot	\$(b) (4)	\$(b) (4) NTE

NET AMT \$(b) (4)

CEILING PRICE \$0.00

\$(b) (4)

Section C - Descriptions and Specifications

STATEMENT OF WORK

TASK TITLE: PROJECT MANAGEMENT SUPPORT

1.0 SCOPE

- 1.1 **Objective:** The contractor shall provide Project Management support for all tasks under this contract. Under the direction of the Government Program Manager, the Project Manager shall coordinate the project teams which includes but is not limited to Operations, Information Assurance, Engineering, and Functional customers for MSC projects; including multiple MSC Portfolio projects, such as EDW, FMP, and HRMP. In the performance of this work, the Project Manager shall plan and oversee the execution of all project 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:** In order to support evolving MSC system requirements, N63 engages in initiatives and ongoing activities to address MSC Functional Directorate (FD) and Program Manager (PM) requests. In response to these FD and PM requests, N63 assigns an appropriate N63 Government Program Manager to investigate needs, develop requirements, and guide the effort needed to launch the introduction of new MSC systems or the enhancement of existing ones to provide efficient and effective MSC solutions. The availability and use of contractor support for systems development and maintenance efforts under this contract are critical elements in supporting these N63 initiatives and activities.

2.0 GOVERNMENT FURNISHED EQUIPMENT/MATERIAL (GFE/GFM)

2.1 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 and C4.5.1-- System Maintenance.

Task 1 – Project Management Support

The contractor shall provide project management support to plan and oversee MSC projects, in accordance with the current version of COMSC C4S Enterprise Software Life Cycle Process Management Document and the MSC EPM processes and procedures. The contractor Project Manager shall manage the following for MSC projects:

- Activities, tasks, and critical milestones including dependencies
- Risks and issues, including mitigation strategies

- Project deliverables (including but not limited to requirements documentation, lessons learned, etc)
- Changes in project scope and creation of contingency plans, including reporting any significant changes back to the Government. Significant changes are those changes which impact schedule and/or scope.

Task 2 – Project Milestone Reviews

The contractor Project Manager shall schedule and conduct project milestone reviews in accordance with the current version of COMSC C4S Enterprise Software Life Cycle Process Management Document, and communicate back to the Government Program Manager, and shall obtain documented approval to proceed from the Government Program Manager, COR or the Technical Point of Contact at each project milestone review.

Task 3 – Project Meeting Minutes

The contractor Project Manager shall document all project meeting minutes associated with this task order and provide meeting minutes to the Government Program Manager and COR.

4.0 PERFORMANCE REQUIRMENTS SUMMARY (PRS)

The performance metrics and incentives at Sec. C 9.0 of the base contract apply.

Performance Objective	Performance Standard	Acceptable Quality Level	Performance Assessment (Sampling Method)
Conduct initial review of Configuration Change Requests (CCR) promptly	Percentage of CCRs that are reviewed and presented to the next Change Control Board (CCB)	At least 95% of CCRs submitted are reviewed within 2 working days and presented to the next CCB	Monthly Status Reports
Complete System Test Reports (STR) promptly	Percentage of STRs that are completed in the time specified by the test schedule	At least 95% of STRs are completed in the time specified by the test schedule	Monthly Status Reports
Update technical architecture promptly	Percentage of CCR changes to technical architecture that are incorporated within 10 working days	At least 95% of changes are added within 10 working days of the closing of the CCR	Monthly Status Reports
Provide Program and project documents on schedule	After leaving Project Planning phase, percentage of project documents that are provided in accordance with the current project schedule	At least 90% of project documents are provided within 5 working days of the date specified in the current project schedule	Monthly Status Reports

Report variances in project scope, and schedule,	For all project phases, percentage of projects for which variances in scope or schedule, that exceed threshold are reported in advance	Schedule variances of 10% or more are reported for all assigned engineering projects in a timely manner.	Monthly Status Reports
Prepare draft SOPs promptly	Percentage of draft SOPs submitted for initial review in ≤ 5 working days of identification of the requirement for an SOP	100% of draft SOPs submitted for initial review within 5 working days	Observation and Inspection

5.0 Deliverables.

Deliverables will tend to be either Project Management or Technical Deliverables. 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

Requirements are as per the Monthly Status report.

5.1.2 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

5.1.3 Project Plans and other project documentation

The Project plan shall contain the following information:

- Project tasks, including dependencies
- Time schedules
- Resources
- Critical milestones

Other project documentation includes but is not limited to:

- Risks and Issues
- Project software and business documentation
- Test Plans & results

- Standard Operating Procedures (SOPs)

5.1.4 Monthly Status Reports

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.

5.1.5 Summary Cost Reports 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.

5.1.6 Monthly Burn rate Status Report

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

5.1.7 Quarterly Financial Reporting

This report shall include:

- Task Order title and number
- 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

5.1. 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.

Description of Deliverable	Due Date	Media Type	Delivery Point(s)
Weekly updates / status reports	Weekly	Via Email	1 copy to COR 1 copy to Govt PM
Meeting minutes	5 working days after meeting	Soft Copy	Govt PM Copy to COR

Project Plans and other project documentation	30 days before the start of the project and within 30 days of task order award	Soft Copy	Govt PM Copy to COR
Project Milestone Reviews	10 days after project milestone review	Soft Copy	Govt PM Copy to COR
Monthly Status Report by Task	15th day of each month, covering the previous month	Via Email	1 copy to COR 1 copy to Govt PM
Monthly Burn Rate Status Report (must include overall task order burn rate and granular costs specific to associated maintenance tasks assigned)	15th day of each month, covering the previous month	Via Email	1 copy to COR 1 copy to Govt PM
Quarterly Financial Reporting	Quarterly	Via Email	1 copy to COR 1 copy to Govt PM
Summary Contract Cost Report	Concurrently with Contractor Invoice	Via Email	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 12-SEP-2011 TO 30-SEP-2011	N/A	N/A FOB: Destination	
1001	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 2F000000000000000000

AMOUNT: \$(b) (4)

CIN N00033125063010001: \$(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 be used for services performed outside of its designated fiscal year.

Section I - Contract Clauses

CLAUSES INCORPORATED BY REFERENCE

52.232-18 Availability Of Funds

APR 1984