

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N00033-11-D-6505		2. DELIVERY ORDER/ CALL NO. 0014		3. DATE OF ORDER/ CALL (YYYYMMDD) 2011 Dec 01		4. REQ./ PURCH. REQUEST NO. N0003323336103		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: David Little		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
1001	FY12 Labor - FMS Maint FFP-LOE FOB: Destination PURCHASE REQUEST NUMBER: N0003323336103	1	Each	\$(b) (4)	\$(b) (4) NTE
				NET AMT	\$(b) (4)
				CEILING PRICE	\$0.00
ACRN AA CIN: N00033233361030001					\$(b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001	FY13 Labor - FMS Maint 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	Each	\$0.00	\$0.00 NTE
				NET AMT	\$0.00
				CEILING PRICE	\$0.00
					\$0.00

Section C - Descriptions and Specifications

STATEMENT OF WORK

TPOC: Leslie Robertson, (b) (6)

ORACLE PROFESSIONAL IT TECHNICAL / MAINTENANCE SUPPORT FOR FINANCIAL MANAGEMENT PORTFOLIO (FMP)

Objective

The contractor shall perform activities in support of the MSC Financial Management Portfolio (MSC-FMP) Maintenance in accordance with section C4.2 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 FMS 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.

Background

MSC-FMP is a DoN/DFAS integrated, migratory accounting and finance system for the Navy Transportation Business Area. It supports both the Navy and USTRANSCOM missions of the Military Sealift Command. MSC-FMP consists of multiple systems that combine to form the Financial Management Portfolio and is primarily an implementation of Oracle Corporation's Commercial off the Shelf (COTS) Oracle Business Applications (OBA) software for Federal Financials. The software implemented includes Federal General Ledger, Federal Purchasing, Budget Preparation, Federal Payables, and Federal Receivables, Projects, Fixed Assets, and Inventory. In addition, MSC implemented a Financial Data Mart to support internal cost reporting and analysis. No customizations have been made to the Oracle COTS software. The system is fully upgradable and supported by Oracle Corporation through standard patches and releases provided by the vendor.

Other systems within the Financial Management Portfolio include the DoD Standard Procurement System (SPS) and MSC's Budget Preparation System (BPS). Significant work will be dedicated to the MSC Financial Management System (FMS) interface that includes Wide Area Workflow (WAWF) and the Corrective Maintenance Logistics System (CMLS). Future systems and interface upgrades may include Governance Risk and Compliance integrated into the MSC Financial Management System (FMS), the replacement for BPS and SPS, and the interface to the Common Food Management System (CFMS).

MSC-FMP is used world-wide by MSC Headquarters and area commands. FMS is considered a Target System and is Joint Financial Management Improvement Program (JFMIP) certified. It meets and exceeds numerous Federal Financial Management System Requirements. MSC-FMP meets user and DoD requirements that are consistent with accounting and financial policy, regulatory and statutory requirements. Examples include: Federal Managers' Financial Integrity Act, Anti-Deficiency Act, Chief Financial Officers Act for the Navy Working Capital Fund and Air Force Transportation Working Capital Fund accounting as interpreted and directed by DFAS.

Tasks

The Contractor shall provide the following maintenance and support services for the MSC-FMS Portfolio in accordance with tasks 4.1 and 4.2 (to include subtasks therein) of the Contract Statement of Work:

C4.1 – Program Management Support

Task 1 – C4.1.2—Portfolio Management Reviews (PMR)

The Contractor shall:

- Prepare and submit a PMR agenda five business days prior to the meeting, that addresses:
 - Current contract performance in comparison with contract performance metrics.
 - Mitigation plans for under-performing areas
 - Issues and concerns
- Prepare minutes within five business days after the PMR meeting.

Task 2 – C4.1.3—Portfolio Management Support

The Contractor shall:

- Assist the government with documentation and artifacts included in the Capital Planning, Investment Control (CPIC) process, and the MSCHQ-N6 process.
- Preparation of business cases that may include but are not limited to analysis of alternatives, funding profiles and plan of actions and milestones.
- Develop, test, and integrate approved configuration change requests, and maintain configuration control of the systems engineering environment.
- Evaluate the applicability of maintenance patch releases to the installed Oracle product baseline and recommend appropriate changes to the MSC configuration.
- Provide release management support to facilitate migration of changes from the development and test instance to the production instance.

Task 3 - C4.1.5---Monthly Status Reports

The contractor shall provide status reports to the MSC COR containing the following identification and description elements for each task order:

- Title (“Progress and Status Report”)
- Contract, invoice and control numbers
- Contractor’s name and address
- Date of report
- Reporting (invoicing) period
- Name of individual preparing the report
- Task order number
- Description of progress made during the reporting period, including problem areas encountered and recommendations
- Results obtained relating to previously identified problem areas
- Deliverables completed and delivered
- Action items reflecting description, priority, percent complete, and remarks
- Performance Matrix to include the metrics to be measured, the sources of data, and a schedule for providing data.
- Labor hours, by category and cumulatively broken out to identify the amount of hours utilized and required for completion of the order by specific individuals; broken down by tasks and/or subtasks
- Problem areas and recommendations involving impact on technical, cost and scheduling requirements
- Travel dollars expended for the period, broken out to identify period of travel, transportation, lodging, meals and incidentals
- Other direct costs for the period, broken out to identify actual cost incurred.

Task 4 - C4.1.6---Information Assurance Support

The contractor shall comply with Military Sealift Command's Information Assurance Policy per MSC Instruction (COMSCINSTR 5239.3 series Appendix J-8) and Information Assurance Training, Certification, and Workforce Management per DOD Directive (DOD 8570.01 Appendix J-9). Compliance with both directives is mandatory during the execution of design, development, and implementation and maintenance tasks.

Task 5 - C4.1.7---Enterprise Architecture Support

The contractor shall comply with the Enterprise Architecture team MSCHQ-N64 to ensure the EA is updated for MSC supported systems. The contractor will not be expected to produce EA artifacts, but may be required to submit changes to MSC's Enterprise Architecture models, views or textual documentation, as required for the system.

Task 6 - C4.1.8---COMSC and N6 Technical Support

The contractor will follow all applicable COMSC and N6 instructions and shall provide technical support by assisting MSC in drafting Instructions, Standard Operating Procedures (SOPs) and other guidance documents as they pertain to this performance work statement.

C4.2 -- Financial Management Portfolio (FMP)**Task 7 – C4.2.1 – MSC – FMS System Maintenance**

The Contractor shall:

- Provide MSC with a detailed system change assessment that includes a description of the change request, an analysis of the manual or systemic options, and impacts of programmatic options.
- Provide detailed functional, technical and architectural design documentation for all approved programmatic.
- Develop, test, and integrate approved configuration change requests, and maintain configuration control of the systems engineering environment.
- Evaluate the applicability of maintenance patch releases to the installed Oracle product baseline and recommend appropriate changes to the MSC configuration.
- Provide release management support to facilitate migration of changes from the development and test instance to the production instance.

Task 8 – C4.2.2 – Tier 3 Support

The Contractor shall:

- Provide functional and technical knowledge of system processes
- Investigate and analyze user-reported issues
- Provide detailed functional, technical and architectural design documentation for all approved programmatic.
- Develop, test, and integrate approved configuration change requests, and maintain configuration control of the systems engineering environment.
- Evaluate the applicability of maintenance patch releases to the installed Oracle product baseline and recommend appropriate changes to the MSC configuration.
- Provide release management support to facilitate migration of changes from the development and test instance to the production instance.

Task 9 – C4.2.3 – MSC-FMS System Enhancements

The Contractor shall:

- Provide a systems change assessment when new functionalities are requested by MSC. The Assessment shall include:
 - Description of the change request
 - Analysis of the manual or systemic options and impacts of each option. The analysis should include all functional, technical, cost and schedule considerations.
- Provide project management artifacts to manage any approved system enhancement projects.
- Develop, test, and integrate approved change requests
- Maintain configuration control of the systems engineering environment.
- Evaluate the applicability of maintenance patch releases and recommend appropriate changes to the MSC configuration.
- Provide release management support to facilitate migration of changes from the development and test instances to the production instance.
- Respond to MSC requests for the development of new Department of Defense/ Department of Navy (DOD/DON) interfaces, and interface requirements defined by MSC.
- Provide an impact analysis, requirements analysis, design, development and testing of developed system interfaces.
- Prepare a sub-project plan for each system enhancement task.
- Develop a technical design for new and existing interfaces.

C4.5 – Other Systems (N6) Initiatives and Activities

Task 10 - C4.5.1--- System Maintenance

The Contractor shall:

- Provide a systems change assessment when a maintenance effort for existing MSC functionality is requested by the COR. The Assessment shall include:
 - Description of the change request
 - Analysis of the manual or systemic options and impacts of each option. The analysis should include all functional, technical, cost and schedule considerations.
- Provide detailed functional, technical, and architectural design documentation for any programmatic option.
- Develop, test, and integrate approved configuration change requests
- Maintain configuration control of the systems engineering environment.
- Evaluate the applicability of maintenance patch releases to the installed Oracle product baseline and recommend appropriate changes to the MSC configuration.
- Provide release management support to facilitate migration of changes from the development and test instance to the production instance.
- Provide support in the maintenance of operational system interfaces. Order of precedence for task execution shall be:
 - Resolution of operational issues;
 - Providing necessary operational system maintenance; and lastly
 - Addressing requests for system enhancements.

Task 11 - C4.5.2--- Tier 3 Support

The Contractor shall assign personnel knowledgeable of the MSCHQ-N6 initiatives and activities to provide Tier 3 Helpdesk resolution support. These team members shall:

- Provide functional and technical knowledge of system processes and detailed understanding of the capabilities of their respective applications.

- Assess the nature of reported issues and problems to determine if the issue or problem is in the domain of one of the MSC enterprise process partners.
- Investigate and analyze user reported issues and problems and determine if the issue or problems from the Tier 2 Support Team and provide a timely response with a documented resolution.

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

Description	Due Date	Media Type	Delivery Point(s)
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Meeting Minutes	5 working days after meeting	Soft Copy	MSC COR
Trip Reports	3 days after completion of travel	Soft Copy	MSC COR
Software Requirements Specifications - Signed	Within 30 days of Task Order acceptance	Soft Copy	MSC COR
Business Case Analysis Documentation	Within 30 days of Task Order acceptance	Soft Copy	MSC COR
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	MSC COR
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	MSC COR
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	MSC COR
User Manual	30 Days after the project closeout review milestone, but no later than the end of the task order performance period	Soft copy	MSC COR
Test Plans	30 Days after the project closeout review milestone, but no later than the end of the task order performance period	Soft copy	MSC COR
Contingency Plan Updates	As Required or 30 Days after the project closeout review milestone, but no later than the end of the task order performance period	Soft copy	MSC COR
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	MSC COR
Software Installation Instructions and SOPs	30 Days after the project closeout review milestone, but no later than the end of the task order performance	Soft copy	MSC COR

	period		
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	MSC COR
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	MSC COR
System Administrator Standard Operating Procedures (SOPs)	As Required	Soft Copy	MSC COR

Section F - Deliveries or Performance

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
1001	POP 02-DEC-2011 TO 30-SEP-2012	N/A	N/A FOB: Destination	
2001	POP 01-OCT-2012 TO 01-DEC-2012	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 N00033233361030001: \$(b) (4)