

# ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF 12

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N00033-11-D-6505		2. DELIVERY ORDER/ CALL NO. 0022		3. DATE OF ORDER/CALL (YYYYMMDD) 2012 Jun 05		4. REQ./ PURCH. REQUEST NO. N0003321256101		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) <b>SEE ITEM 6</b>		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) <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	
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		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 <b>See Schedule</b>									
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. UNITED STATES OF AMERICA TEL: (b) (6) EMAI [REDACTED] BY: David Little		25. TOTAL \$ (b) (4)		26. DIFFERENCES
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	Labor - BPFS Functional Support FFP-LOE FOB: Destination PURCHASE REQUEST NUMBER: N0003321256101	1	Each	\$(b) (4)	\$(b) (4) NTE
				NET AMT	\$(b) (4)
				CEILING PRICE	\$0.00
	ACRN AA CIN: N00033212561010001				\$(b) (4)

## Section C - Descriptions and Specifications

STATEMENT OF WORK**STATEMENT OF WORK****TASK TITLE: Military Sealift Command (MSC) Budget/POM Formulation System (MSC-BPFS (BPS Replacement))****1.0 SCOPE**1.1 Objective:

Using the Hyperion system, the Contractor shall implement a solution that meets the functional requirements contained herein. The contractor shall provide functional support for all tasks under this contract. Under the direction of the Government Program Manager, the MSC-BPFS Functional Lead oversee the functional activities for MSC. The objective is to obtain contractor services for the implementation / development of changes to MSC-BPFS from a legacy, custom developed application (BPS) to the Oracle Hyperion enterprise budgeting and Hyperion-Essbase solution. The MSC-BPFS Functional Lead shall oversee the execution of all BPS replacement tasks to help ensure the quality of deliverables and work products. All work performed will be in accordance with MSC's established processes and procedures.

1.2 Background:

MSC-BPFS is a custom developed application that assists MSC's Financial Directorate in preparing the MSC budget. It is based on a Java user interface, an Oracle back-end database, and relies on Oracle Discoverer for management reporting. MSC-BPFS allows various factors, such as ship statistics, direct and indirect costs, estimated inflation rates, fuel prices, and historical weights to be input and calculated within the system. The system determines the total cost per ship per year and calculates the daily billing rate charged to MSC's customers. System users can then generate ad-hoc reports to view the data throughout the process.

The current MSC-BPFS application is outdated and at the end of its life cycle; as it is a custom application built to satisfy a different process set, it relies on manual data entry into the system and lacks the flexibility for analysis and justification of MSC programs. Modernizing this system will improve quality, timeliness, and confidence in the budget outcome. A replacement system will decrease the time needed to create the Navy Working Capital Fund (NWCF) and US Transportation Command Working Capital Fund (TWCF) budgets, improve MSC's ability to provide consistently high-level customer service, and make corporate data available across the enterprise. It is anticipated this change will:

- Automate transaction processing from MSC-BPFS to MSC-FMS
- Reduce manual effort, by automating the transactions processing into MSC-FMS.
- Reduce the legacy network footprint by decommissioning current MSC-BPS.
- Consolidate application platform into existing Oracle eBusiness Suite used for Command Financial Management.
- Ease of maintenance and security posture due to consolidation of application suite.

- Identify options for Office of Personnel Management (OPM) and Congressional budgets to auto load into MSC-BPFS.

## 2.0 GOVERNMENT FURNISHED EQUIPMENT/MATERIAL (GFE/GFM)

2.1 Oracle Hyperion Software

2.2 Functional Requirement Documentation

## 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, C4.2.3 MSC FMS System Enhancements.

### Task 1 –MSC-BPFS Functional Support:

The Contractor shall perform planning, requirements validation, design, prototyping, configuration, testing, and training to enable delivery of a fully operational MSC-BPFS.

It is desired that contractor personnel (especially Technical Leads, Business Analysts, and DBAs) possess extensive experience in Navy Working Capital Fund Budget development, have a working knowledge of MSC's specific budget requirements, and a working knowledge of MSC's financial standard operating procedures.

The contractor shall provide MSC-BPFS functional tasking in accordance with the current MSC processes and procedures as documented in version 1.0 of the COMSC C4S Enterprise Software Life Cycle Process Management Document, Sections 3 & 5.

The contractor shall develop and deliver the following for the MSC-BPFS effort:

**Planning:** The Contractor shall develop an *Implementation and Deployment Plan* which takes into account MSC's budgetary/POM requirements (e.g., understanding business components, cost accounting, justification, and budget exhibits, etc). The plan must address the following:

- System functional requirements
- MSC technical and business goals and objectives
- Deployment timeline and milestones
- Testing plan
- Training plan

**Requirements Definition:** The Contractor shall conduct requirements validation to map the requirements provided by MSC to specific functionality in the software, and to understand the impact on existing roles, responsibilities and business processes. This task shall include Fit-Gap workshops with key MSC personnel to validate requirements and software functionality so that MSC can understand how the future-state application will be used to satisfy the identified business and technical requirements. The Contractor

will provide a *Fit-Gap Analysis*, which must address requirements that may not be fully satisfied by Hyperion, recommended solutions/ options including software customizations, possible business process changes and/or modified roles and responsibilities.

**Formulation:** The Contractor shall formulate MSC-BPFS based on MSC business, performance, and reporting needs. Formulation shall be in accordance with the Functional Requirement Documentation to be provided.

The Functional Design shall include:

- Data structures including hierarchies and relationships
- Business rules (calculations)
- MSC organization structures
- Data entry form designs (both narratives and numeric)
- Report designs
- Workflow requirements
- Budget Version and Scenario requirements
- Task calendaring and related system designs

**Build Prototype** – The contractor shall build the MSC-BPFS prototype and then conduct workshops with key MSC N81 personnel, to validate requirements and software functionality so that MSC can understand how the future-state application (for example by business process: budget / POM formulation system business process) will be used to satisfy the identified business and technical requirements.

- **Testing:** The Contractor shall conduct functional testing to ensure that correct results are provided when executing calculations, data entry, report retrieval, and consolidations. Ensure that the MSC budget/POM formulation system has met the needs of the end users from a functional and performance perspective.
- **Training:** The Contractor shall develop and implement a comprehensive training plan.

**Deploy Prototype to MSC environments** – Upon review and acceptance (official sign-off) of the MSC-BPFS prototype by N81, the Contractor shall deploy the MSC-BPFS prototype to MSC's DEV, TEST and PROD environments. The Contractor, working with N81, will conduct User Acceptance testing in DEV and TEST before deploying to PROD.

#### 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, ACOR, 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/ACOR.

### **4.0 PERFORMANCE REQUIREMENTS SUMMARY (PRS)**

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

<b>Performance Objective</b>	<b>Performance Standard</b>	<b>Acceptable Quality Level</b>	<b>Performance Assessment (Sampling Method)</b>
Provide accurate cost estimates	Percentage variance between estimate and actual cost performance	Program plan actual cost is not > 10% more than the estimated cost	Monthly Burn Rate Status Report
Be responsive to requirements	Response to government requirements is professional and timely	Subjective measure criteria by the COR	Observation
Deliver high-quality documents	Deliverables and reports meet government standards	2 or fewer revisions or re-submissions per award term period	Observation and Inspection
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, schedule, and budget	For all project phases, percentage of projects for which variances in scope, schedule, or budget 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 $\leq 5$ 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.

### 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 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

#### *5.1.4 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 CRQ forms
  - Analysis of Alternatives (AOA)
  - Business Case Analysis Documentation
  - Requirements Documentation
  - Detailed Requirements Documents
  - Functional Design Documentation
    - Data structures including hierarchies and relationships
    - Business rules (calculations)
    - MSC organization structures
    - Data entry form designs (both narratives and numeric)
    - Report designs
    - Workflow requirements
    - Budget Version and Scenario requirements
    - Task calendaring and related system designs
  - FIT/GAP Analysis
- User training materials (including on-line help and tutorial materials, user manuals, etc.)
- Test Plans (unit, integration, regression)
- Contingency Plan updates (As Required)
- Test Results
- Meeting Presentation Handouts, Slides and Meeting Minutes.
- Update N81 Standard Operating Procedures (SOPs) (As Required)

#### *5.1.5 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.

#### *5.1.6 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

## **5.2. 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.

<b>Description of Deliverable</b>	<b>Due Date</b>	<b>Media Type</b>	<b>Delivery Point(s)</b>
Weekly updates / status reports	Weekly	Soft Copy	1 copy to COR/ACOR 1 copy to Govt PM
Meeting minutes	1 working day after meeting	Soft Copy	1 copy to Govt PM 1 copy to COR/ACOR
Trip Reports and Supporting Travel Documents	Concurrently with Contractor invoice in the month there was travel	Soft Copy	1 copy to COR/ACOR 1 copy to Govt PM
Update related CRQ forms	Within 30 days of task order acceptance	Soft Copy	1 copy to COR/ACOR
Analysis of Alternatives (AOA)	Within 30 days of task order acceptance	Soft Copy	1 copy to Govt PM
Business Case Analysis (BCA) Documentation	Within 30 days of task order acceptance	Soft Copy	1 copy to COR/ACOR
Requirements Documentation and Detailed Requirements Documents	Within 30 days of Design phase completion – solution design review milestone	Soft Copy	1 copy to Govt PM
Functional Design Documentation – must include: Data structures including hierarchies and	Within 30 days after build phase completion – test	Soft Copy	1 copy to COR/ACOR

relationships, Business rules (calculations), MSC organization structures, Data entry form designs (both narratives and numeric), Report designs, Workflow requirements, Budget Version and Scenario requirements, and Task calendaring and related system designs	readiness review milestone		
FIT/GAP Analysis	Within 30 days of Design phase completion – solution design review milestone	Soft Copy	1 copy to Govt PM
User training materials (including on-line help and tutorial materials, user manuals, etc.)	Within 30 days of Test Phase completion – deployment readiness review milestone	Soft Copy	1 copy to COR/ACOR
Test Plans (unit, integration, regression)	Within 30 days of Build Phase completion – test readiness review milestone	Soft Copy	1 copy to Govt PM
Contingency Plan updates	As Required	Soft Copy	1 copy to COR/ACOR
Test Results	10 days after test phase completion – deployment readiness review milestone	Soft Copy	1 copy to Govt PM
Meeting Presentation Handouts, Slides and Meeting Minutes	5 business days prior to meeting; meeting minutes 1 business day after meeting	Soft Copy	1 copy to COR/ACOR
Update N81 Standard Operating Procedures (SOPs)	As Required	Soft Copy	1 copy to Govt PM
Project plans and other BPS Replacement documentation	Within 30 days of task order award	Soft Copy	1 copy to Govt PM 1 copy to COR/ACOR
Summary Contract Cost Report	Concurrently with Contractor Invoice	Soft Copy	1 copy to Govt PM 1 copy to COR/ACOR
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	Soft Copy	1 copy to Govt PM 1 copy to COR/ACOR
Monthly Status Report by Task	15th day of each month, covering the previous month	Via Email	1 copy to COR/ACOR 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/ACOR 1 copy to Govt PM
Quarterly Financial Reporting	Quarterly	Via Email	1 copy to COR/ACOR 1 copy to Govt PM
Summary Contract Cost Report	Concurrently with Contractor Invoice	Via Email	1 copy to COR/ACOR 1 copy to Govt PM



## Section F - Deliveries or Performance

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
1001	POP 05-JUN-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 2F000000000000000000

AMOUNT: \$(b) (4)

CIN N00033212561010001: \$(b) (4)