

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N00033-11-D-6505	2. DELIVERY ORDER/ CALL NO. 0046	3. DATE OF ORDER/ CALL (YYYYMMDD) 2014 Aug 28	4. REQ./ PURCH. REQUEST NO. N0003341906301	5. PRIORITY
---	-------------------------------------	--	---	-------------

6. ISSUED BY MILITARY SEALIFT COMMAND WASHINGTON D.C. 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)
---	-------------	---	------	---

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 <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 WAWF SUBMIT ELECTRONIC INVOICES IAW WAWF CONTRACT CLAUSE MSC WORLDWIDE DC ANY	CODE	<b>MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.</b>
------------------------------------	------	---	------	--

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. UNITED STATES OF AMERICA TEL: (b) (6) EMAIL: [REDACTED] BY: ERIN W. GRENINGER	CONTRACTING / ORDERING OFFICER	25. TOTAL 26. DIFFERENCES (b) (4)
--	--------------------------------	---

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
--	--------------------	---

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
---------------------	-------------------	--	-------------

36. I certify this account is correct and proper for payment.		31. PAYMENT	33. AMOUNT VERIFIED CORRECT FOR
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.

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3001		1	Dollars, U.S.	\$(b) (4)	\$(b) (4)
	DHAMS to HRMS interface				
	FFP				
	Option Three Labor				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: N0003341906301				

---

NET AMT \$(b) (4)

ACRN AA \$(b) (4)  
CIN: N00033419063010001

## Section C - Descriptions and Specifications

### PERFORMANCE WORK STATEMENT

Contract: N00033-11-D-6505

Title: DHAMS to MSC-HRMS Interface

Period of Performance: 02 September 2014 – 01 September 2015

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

Government Program Manager (PM): Thomas Knowlton, (b) (6)

### Objective

To obtain contractor services for the development of an interface from DHAMS to MSC-HRMS.

### Background

The Department Heads Administrative Management System (DHAMS) is an automated system operating onboard MSC Government Owned, Government Operated ships with essential functionality of recording, processing, and transmitting time and attendance, personnel, and other required reference data. It is used by Pursers to collect CIVMAR information for processing of Payroll, disbursing, budget, and various shipboard reports.

Every CIVMAR must have a T&A record for each pay period, whether the record comes from DHAMS, MSC-HRMS, or a record from both applications. Payroll combines DHAMS (Afloat) payroll data and MSC-HRMS (Ashore) payroll data to complete the payroll cycle.

DHAMS is a custom built application that relies on manual data entries and several custom built interfaces that lack the flexibility for analysis. It is used to assist the user in the performance of Afloat management functions, such as maintaining personnel records, pay, leave information, billet assignments, collateral duty assignments for each billet, budgeting dollars from Maintenance and Repair (M&R) projects, recording and reporting time and attendance labor hours, and providing related reports. Reports and forms may be printed hard copy or exported to a file. Time and attendance data, along with other pay information, is electronically transmitted to MSC N8 for use in the payroll system

MSC-HRMS is a human resources management tool used to make decisions on filling the CIVMAR positions on the MSC ships, while monitoring the assignments and competencies of the total CIVMAR workforce. It tracks critical information which includes: internal and external applicants, assignment history, availability for assignment, training and competency records, professional certification and credential data, passports and visas, security clearances, bi-weekly timecards ashore, leave request, and medical information including fitness for duty determination.

A DHAMS interface to MSC-HRMS would enable essential data specific to CIVMARS to electronically replicate to HRMS to record, process and transmit time and attendance, personnel and other required data for processing payroll.

By implementing another piece of the interface from DHAMS to MSC-HRMS, quality and timeliness of the CIVMAR data into MSC\_HRMS will improve. It is anticipated this change will:

- Automate transactions processing from DHAMS to MSC-HRMS
- Reduce manual effort, by automating the transactions processing into MSC-HRMS
- Enhance functionality of moving data from ship to shore and return

- Automate interface processing from DHAMS to MSC-HRMS
- Ease of maintenance and security posture due to automated integration.

Functional requirements will originate from MSC's Human Resource Directorate (N1) and Financial Directorate (N8).

### **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. Incentives shall be in accordance with Section C.9.0 Performance Metrics of the contract.

#### **Task 1 – DHAMS to MSC-HRMS interface:**

The Contractor shall:

- Modify DHAMS solution design with the Norfolk DHAMS Implementation Team, based on modifications/changes to the CIVMAR payroll information (time & attendance, leave balance, etc.)
- Modify the automated timecard (interface) population based on enhancements/changes to the requirements
- Modify/update finalized solution for automated timecard (interface) population based on enhancements/changes to the requirements
- Update existing conversion scripts to load DHAMS (extended) data into Oracle Time Labor (OTL) based on modified/enhanced requirements
- Test updated conversion scripts based on modified/enhanced requirements
- Modify existing error handling for enhanced error handling features for the DHAMS to MSC-HRMS interface based on modified/enhanced requirements
- Test and deploy the ESTA solution for the DHAMS to MSC-HRMS interface in the DEV, TEST, and UAT environments
- Update existing configuration/installation documents based on the ESTA solution (FIPS compliance option)
- Work collaboratively with Stakeholders and their respective staff to review and validate updates to the functional requirements based on modifications/changes to the existing requirements
- Provide release management support to MSC N6 branches deploying upgraded patches and components as directed by Oracle to ensure MSC-OTL has the latest released and DoN Application and Database Management System (DADMS) approved versions of its software
- Provide release management support to MSC N6 branches of approved solutions to the Production environments(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 reviews in accordance with the current version of COMSC C4S Enterprise Software Life Cycle Process Management Document and Enterprise Project Management (EPM) Documents, and shall obtain documented approval to process 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 meetings 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 action 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 CRQ forms
  - Requirements Documentation
  - Detailed Requirements Documents
  - Analysis of Alternatives (AoA)
  - Functional Design Documentation
  - Technical Design Documentation
- Business Case Analysis Documentation
- User Interface screens/options (As Required)
- Software Class specifications
- Test Plans
- Contingency Plan updates (As Required)
- Test Results
- Software Installation Instructions
- Meeting Presentation Handouts, Slides and Meetings Minutes
- Source code and operating program for all designed and developed modules (As Required)
- System specifications necessary to recompile and deploy the software (As Required)

- Update 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 posted to the MSC IS Portal (per the IS Portal handbooks) or via email.

#### Delivery Schedule

<b>Description</b>	<b>Due Date</b>	<b>Media Type</b>	<b>Delivery Point(s)</b>
Meeting Minutes	2 business days after meeting	Soft Copy ( <i>Microsoft Office and PDF files</i> )	1 copy to COR/ACOR 1 copy to Govt PM
Trip Reports	5 business days after completion of travel	Soft Copy ( <i>Microsoft Office and PDF files</i> )	1 copy to COR/ACOR 1 copy to Govt PM
Software Requirements Specifications -Signed	Within 45 days of Task Order acceptance	Soft Copy ( <i>Microsoft Office and PDF files</i> )	1 copy to COR/ACOR 1 copy to Govt PM
User Interface Screens/Options	As Required	Soft Copy ( <i>Microsoft Office and PDF files</i> )	1 copy to COR/ACOR 1 copy to Govt PM
Software Class Specifications	45 Days after the project closeout review milestone , but no later than the end of the task order performance period	Soft Copy ( <i>Microsoft Office and PDF files</i> )	1 copy to COR/ACOR 1 copy to Govt PM
Test Plans	45 Days after the project closeout review milestone , but no later than the end of the task order performance period	Soft Copy ( <i>Microsoft Office and PDF files</i> )	1 copy to COR/ACOR 1 copy to Govt PM
Contingency Plan Updates	As Required	Soft Copy ( <i>Microsoft Office and PDF files</i> )	1 copy to COR/ACOR 1 copy to Govt PM
Test Results with Functional Sponsor signature	45 Days after the project closeout review milestone , but no later than the end of the task order performance period	Soft Copy ( <i>Microsoft Office and PDF files</i> )	1 copy to COR/ACOR 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 ( <i>Microsoft Office and PDF files</i> )	1 copy to COR/ACOR 1 copy to Govt PM
Source code and operating program for all designed and developed modules	As Required	Soft Copy ( <i>Microsoft Office and PDF files</i> )	1 copy to COR/ACOR 1 copy to Govt PM
System specifications for recompiling	As Required	Soft Copy	1 copy to

and deploying the software		<i>(Microsoft Office and PDF files)</i>	COR/ACOR 1 copy to Govt PM
System Administrator Standard Operating Procedures (SOPs)	As Required	Soft Copy <i>(Microsoft Office and PDF files)</i>	1 copy to COR/ACOR 1 copy to Govt PM

## Section E - Inspection and Acceptance

## INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
3001	N/A	N/A	N/A	Government

## Section F - Deliveries or Performance

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
3001	POP 02-SEP-2014 TO 01-SEP-2015	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 N00033419063010001: \$(b) (4)

## Section I - Contract Clauses

## CLAUSES INCORPORATED BY FULL TEXT

## 252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013)

(a) Definitions. As used in this clause--

Department of Defense Activity Address Code (DoDAAC) is a six position code that uniquely identifies a unit, activity, or organization.

Document type means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

Local processing office (LPO) is the office responsible for payment certification when payment certification is done external to the entitlement system.

(b) Electronic invoicing. The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

(c) WAWF access. To access WAWF, the Contractor shall--

(1) Have a designated electronic business point of contact in the System for Award Management at <https://www.acquisition.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this Web site.

(d) WAWF training. The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the "Web Based Training" link on the WAWF home page at <https://wawf.eb.mil/>.

(e) WAWF methods of document submission. Document submissions may be via Web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) WAWF payment instructions. The Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order:

(1) Document type. The Contractor shall use the following document type(s).

Invoice

(Contracting Officer: Insert applicable document type(s). Note: If a "Combo" document type is identified but not supportable by the Contractor's business systems, an "Invoice" (stand-alone) and "Receiving Report" (stand-alone) document type may be used instead.)

(2) Inspection/acceptance location. The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

N/A

(Contracting Officer: Insert inspection and acceptance locations or “Not applicable”).

(3) Document routing. The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table\*

Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	N00033
Issue By DoDAAC	N00033
Admin DoDAAC	N00033
Inspect By DoDAAC	_____
Ship To Code	N62387
Ship From Code	_____
Mark For Code	_____
Service Approver (DoDAAC)	_____
Service Acceptor (DoDAAC)	_____
Accept at Other DoDAAC	_____
LPO DoDAAC	_____
DCAA Auditor DoDAAC	_____
Other DoDAAC(s)	_____

(\*Contracting Officer: Insert applicable DoDAAC information or “See schedule” if multiple ship to/acceptance locations apply, or “Not applicable.”)

(4) Payment request and supporting documentation. The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.

(5) WAWF email notifications. The Contractor shall enter the email address identified below in the “Send Additional Email Notifications” field of WAWF once a document is submitted in the system.

[Thomas.b.knowlton@navy.mil](mailto:Thomas.b.knowlton@navy.mil)

(Contracting Officer: Insert applicable email addresses or “Not applicable.”)

(g) WAWF point of contact. (1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity's WAWF point of contact.

[mschq\\_wawf@navy.mil](mailto:mschq_wawf@navy.mil)

(Contracting Officer: Insert applicable information or “Not applicable.”)

(2) For technical WAWF help, contact the WAWF helpdesk at 866-618-5988.

(End of clause)

The information contained in this instruction is supplemental to DFARS 252.232-7006.

The information contained in the table in DFARS 252.232-7006 is for WAWF purposes only. Information included in DFARS 252.232-7006 and this WAWF instruction apply only to WAWF Invoicing and WAWF Receiving Reports. Contradictory information elsewhere in this contract, e.g. Ship to DoDAAC, shall be followed per the terms and conditions of the contract.

When entering the invoice into WAWF, the Contractor shall fill in the DoDAAC fields or DoDAAC extensions exactly as shown in the table in DFARS 252.232-7006. Fields that should not be filled in when entering the invoice into WAWF will be indicated with the direction, "Leave Blank."

In some situations the WAWF system will pre-populate the "Pay DoDAAC," "Admin By DoDAAC" and "Issue By DoDAAC." The Contractor shall verify that those DoDAACs automatically entered by the WAWF system match the information in the table in DFARS 252.232-7006. If these DoDAACs do not match, then the Contractor shall correct the field(s).

If Receiving Reports are required, ensure that the "Inspection" and "Acceptance" defaults of "destination" for both fields are not changed in the WAWF online interface.

The CLINs on the WAWF invoice shall be entered exactly as set forth in the contract document including CLIN number (e.g. 0001), Quantity (may be adjusted for actual quantity or dollar value delivered and invoiced), and Unit Price (e.g. \$1.00). The dollar amounts on each CLIN or SubCLIN on the WAWF invoice shall reflect final performance values, but in no instance can the dollar amount for each CLIN or SubCLIN exceed what is specified in the contract document. The Contractor shall bill to the lowest level, e.g., the SubCLIN level. The Quantity and Unit of Measure fields must be filled out exactly as indicated in the CLINs and SubCLINs to reduce the possibility of the invoice being delayed or rejected during processing.

Before closing out of an invoice session in WAWF, but after submitting the document or documents, the Contractor will be given the option to send additional email notifications by clicking on the "Send More Email Notifications" link that appears on the page. The Contractor shall click on this link and add the Technical Point of Contact's (TPOC) or Contracting Officer's Representative's (COR) email address in the first email address block and add any other additional email addresses desired in the following blocks. This additional notification to the Government is important to ensure the acceptor/receiver is aware that the invoice documents have been submitted into the WAWF system.

*(End of instructions)*