

ORDER FOR SUPPLIES OR SERVICES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 10/01/2008		2. CONTRACT NO. (If any) DTMA1D05005		6. SHIP TO:	
3. ORDER NO. entr0500013		4. REQUISITION/REFERENCE NO.		a. NAME OF CONSIGNEE No Shipping Information	
5. ISSUING OFFICE (Address correspondence to) DOT/Maritime Administration, MAR-380 1200 New Jersey Ave., SE MAR380, W28-201 Washington DC 20590				b. STREET ADDRESS	
				c. CITY	
				d. STATE	
				e. ZIP CODE	
7. TO:				f. SHIP VIA	
a. NAME OF CONTRACTOR				8. TYPE OF ORDER	
b. COMPANY NAME STANLEY ASSOCIATES INC				<input type="checkbox"/> a. PURCHASE	
c. STREET ADDRESS 3101 WILSON BLVD STE 700				REFERENCE YOUR:	
d. CITY Arlington				Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
e. STATE VA				b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
f. ZIP CODE 22201-4443					
9. ACCOUNTING AND APPROPRIATION DATA 2009 - - X4303 - RRF 930 - 40 - ADP - 00 - 700961 - 3040ADP - 0 - 25704 - - 6100 - 6600 - - -				10. REQUISITIONING OFFICE DOT/Maritime Administration, MAR-340	
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS				12. F.O.B. POINT Destination	
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) See Line Item Detail for Delivery Dates	
a. INSPECTION		b. ACCEPTANCE		16. DISCOUNT TERMS	

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)	
	SEE LINE ITEM DETAIL						
SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.		\$278,374.00	17(h) TOT. (Cont. pages) 17(i) GRAND TOTAL	
	21. MAIL INVOICE TO:						
	a. NAME No Invoice Information						
	b. STREET ADDRESS (or P.O. Box)						
	c. CITY	d. STATE	e. ZIP CODE				

22. UNITED STATES OF AMERICA BY (Signature) 			23. NAME (Typed) Erica L. Williams TITLE: CONTRACTING/ORDERING OFFICER		
---	--	--	--	--	--

**ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION**

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 10/01/2008	CONTRACT NO. DTMA1D05005	ORDER NO. entr0500013
-----------------------------	-----------------------------	--------------------------

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>SIPRNet</p> <p>The contractor shall provide any proposed modification to the approved organization chart for this Task for COTR approval. The COTR reserves the right to review the Resume for the requisite skills and abilities. Incremental funding for the performance of this Task will be provided by SubCLIN for accounting purposes. All SIPRnet Task support costs incurred from October 1, 2008 will be recognized as allowable and allocable within the FY 09 Fixed Price cited in this Task Order (as prorated monthly). Total FY 09 Fixed Price is \$278,374. Contractor shall invoice 12 equal monthly invoices or \$23,197.83 as a baseline, Change Orders will be addressed as required.</p> <p><i>Delivery Date</i> <i>Start Date</i> <i>End Date</i> 09/30/2009 10/01/2008 09/30/2009</p>	1.00	LOT	0.000	0.00	
0001AA	<p>SubCLIN for Accounting purposes</p> <p>PR300090028 dated 12/18/2008 This Task is fully funded by this modification.</p> <p><i>Delivery Date</i> 09/30/2009</p>	1.00	LOT	278,374.000	278,374.00	
0002	<p>Travel</p> <p>Funding for Travel will be provided by SubCLIN for accounting purposes. No actual travel will be incurred without express written consent of the Assistant Contracting Officer or the the Contracting Officers Technical representative. Costs will be limited to the Federal Travel Regulations, unless otherwise approved in advance by the Procuring Contracting Officer.</p> <p><i>Delivery Date</i> <i>Start Date</i> <i>End Date</i> 10/01/2009 10/01/2008 09/30/2009</p>	1.00	LOT	0.000	0.00	
0003	<p>Other Direct Costs (ODC's)</p> <p>Funding for ODC's will be provided by SubCLIN for accounting purposes. No actual purchases will be incurred without express written consent of the Contracting Officer or the the Contracting Officers Technical representative. Costs will be limited to the original submitted estimates, unless otherwise approved by the Procuring Contracting Officer.</p> <p><i>Delivery Date</i> <i>Start Date</i> <i>End Date</i> 09/30/2009 10/01/2008 09/30/2009</p>	1.00	LOT	0.000	0.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17i) ➡ \$278,374.00

Line Item Detail	Title FY 09 SIPRNET	Document Number entr0500013	Page 4 of 12
-------------------------	-------------------------------	---------------------------------------	------------------------

Detail

Line Item Number	Description	Ship Code	Invoice Code	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Disc)
0001	SIPRNet			1.00	LOT	\$.000	\$ 0.00

Contract Type: Fixed Price

Delivery Date: 09/30/2009

Period of Performance: 10/01/2008 to 09/30/2009

Extended Description:

Line Type: Priced

Period Type: Base Period

Product/Service Code: R408

SIC Code: 7371

NAICS Code: 541511

The contractor shall provide any proposed modification to the approved organization chart for this Task for COTR approval. The COTR reserves the right to review the Resume for the requisite skills and abilities. Incremental funding for the performance of this Task will be provided by SubCLIN for accounting purposes. All SIPRnet Task support costs incurred from October 1, 2008 will be recognized as allowable and allocable within the FY 09 Fixed Price cited in this Task Order (as prorated monthly). Total FY 09 Fixed Price is \$278,374. Contractor shall invoice 12 equal monthly invoices or \$23,197.83 as a baseline, Change Orders will be addressed as required.

Description

Company:

Prod./Cat. Number:

Drawing Number:

Spec. Number:

Serial Number:

Piece Number:

Model Number:

NSN:

Recycled Product:

Color:

Size:

Inspection/Acceptance

Location:

Level:

Pricing

Estimates

Base Fee:	.000	Min. Profit Fee:	.000	Quantity:	.000	Est. Cost:	.000
Award Fee:	.000	Max. Profit Fee:	.000	Min. Quantity:	.000	Est. Cost - Low:	.000
Fixed Fee:	.000	Target Profit Fee:	.000	Max. Quantity:	.000	Est. Cost - High:	.000
Ceiling:	.000	Taxes:	.000	Variation in Quantity:	.000	Target Cost:	.000
						Target Price:	.000

Address Information

F.O.B. Destination

Additional Markings:

Line Item Detail	Title FY 09 SIPRNET	Document Number entr0500013	Page 5 of 12
-------------------------	-------------------------------	---------------------------------------	------------------------

Detail

Line Item Number	Description	Ship Code	Invoice Code	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Disc)
0001AA	SubCLIN for Accounting purposes			1.00	LOT	\$278,374.000	\$ 278,374.00

Contract Type: Fixed Price

Delivery Date: 09/30/2009

Period of Performance:

Extended Description:

PR300090028 dated 12/18/2008 This Task is fully funded by this modification.

Line Type: Priced

Period Type: Base Period

Product/Service Code: R408

SIC Code: 7371

NAICS Code: 541511

Description

Company:

Prod./Cat. Number:

Drawing Number:

Spec. Number:

Serial Number:

Piece Number:

Model Number:

NSN:

Recycled Product:

Color:

Size:

Inspection/Acceptance

Location:

Level:

Pricing

				Estimates			
Base Fee:	.000	Min. Profit Fee:	.000	Quantity:	.000	Est. Cost:	.000
Award Fee:	.000	Max. Profit Fee:	.000	Min. Quantity:	.000	Est. Cost - Low:	.000
Fixed Fee:	.000	Target Profit Fee:	.000	Max. Quantity:	.000	Est. Cost - High:	.000
Ceiling:	.000	Taxes:	.000	Variation in Quantity:	.000	Target Cost:	.000
						Target Price:	.000

Funding

Funding Strip

2009 - - X4303 - RRF 930 - 40 - ADP - 00 - 700961 - 3040ADP - 0 - 25704 - -
6100 - 6600 - - -

Expiration Date

Funded Amount

278,374.00

Line Item Detail

Title

FY 09 SIPRNET

Document Number

entr0500013

Page

6 of 12

Address Information

F.O.B. Destination

Additional Markings:

Line Item Detail	Title FY 09 SIPRNET	Document Number entr0500013	Page 7 of 12
-------------------------	-------------------------------	---------------------------------------	------------------------

Detail

Line Item Number	Description	Ship Code	Invoice Code	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Disc)
0002	Travel			1.00	LOT	\$.000	\$ 0.00

Contract Type: Fixed Price

Delivery Date: 10/01/2009

Period of Performance: 10/01/2008 to 09/30/2009

Extended Description:

Line Type: Priced

Period Type: Base Period

Product/Service Code: R408

SIC Code: 7371

NAICS Code: 541511

Funding for Travel will be provided by SubCLIN for accounting purposes. No actual travel will be incurred without express written consent of the Assistant Contracting Officer or the the Contracting Officers Technical representative. Costs will be limited to the Federal Travel Regulations, unless otherwise approved in advance by the Procuring Contracting Officer.

Description

Company:

Prod./Cat. Number:

Drawing Number:

Spec. Number:

Serial Number:

Piece Number:

Model Number:

NSN:

Recycled Product:

Color:

Size:

Inspection/Acceptance

Location:

Level:

Pricing

				Estimates			
Base Fee:	.000	Min. Profit Fee:	.000	Quantity:	.000	Est. Cost:	.000
Award Fee:	.000	Max. Profit Fee:	.000	Min. Quantity:	.000	Est. Cost - Low:	.000
Fixed Fee:	.000	Target Profit Fee:	.000	Max. Quantity:	.000	Est. Cost - High:	.000
Ceiling:	.000	Taxes:	.000	Variation in Quantity:	.000	Target Cost:	.000
						Target Price:	.000

Address Information

F.O.B. Destination

Additional Markings:

Line Item Detail	Title FY 09 SIPRNET	Document Number entr0500013	Page 8 of 12
-------------------------	-------------------------------	---------------------------------------	------------------------

Detail

Line Item Number	Description	Ship Code	Invoice Code	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Disc)
0003	Other Direct Costs (ODC's)			1.00	LOT	\$.000	\$ 0.00

Contract Type: Fixed Price

Delivery Date: 09/30/2009

Period of Performance: 10/01/2008 to 09/30/2009

Extended Description:

Line Type: Priced

Period Type: Base Period

Product/Service Code: R408

SIC Code: 7371

NAICS Code: 541511

Funding for ODC's will be provided by SubCLIN for accounting purposes. No actual purchases will be incurred without express written consent of the Contracting Officer or the the Contracting Officers Technical representative. Costs will be limited to the original submitted estimates, unless otherwise approved by the Procuring Contracting Officer.

Description

Company:

Prod./Cat. Number:

Drawing Number:

Spec. Number:

Serial Number:

Piece Number:

Model Number:

NSN:

Recycled Product:

Color:

Size:

Inspection/Acceptance

Location:

Level:

Pricing

				Estimates			
Base Fee:	.000	Min. Profit Fee:	.000	Quantity:	.000	Est. Cost:	.000
Award Fee:	.000	Max. Profit Fee:	.000	Min. Quantity:	.000	Est. Cost - Low:	.000
Fixed Fee:	.000	Target Profit Fee:	.000	Max. Quantity:	.000	Est. Cost - High:	.000
Ceiling:	.000	Taxes:	.000	Variation in Quantity:	.000	Target Cost:	.000
						Target Price:	.000

Address Information

F.O.B. Destination

Additional Markings:

Award/Contract	Document No. entr0500013	Document Title FY 09 SIPRNET	Page 9 of 12
-----------------------	------------------------------------	--	--------------

TABLE OF CONTENTS

SECTION C -- Descriptions and Specifications	10
C.1	10

Award/Contract	Document No. entr0500013	Document Title FY 09 SIPRNET	Page 10 of 12
-----------------------	------------------------------------	--	---------------

SECTION C -- DESCRIPTIONS AND SPECIFICATIONS

C.1

STATEMENT OF WORK (SOW)

For

SIPRNet SUPPORT SERVICES

1 SCOPE and OBJECTIVE

The scope of this Statement of Work (SOW) is to procure technical services to support the Maritime Office of the Chief Information Officer (OCIO). The objective of this effort shall include the following tasks:

- SIPRNet Support

2 BACKGROUND

The Maritime Administration's (MARAD) SIPRNet Environment must allow for stable and continued operations for the user and the ability for enhancement.

3 GENERAL REQUIREMENTS

The contractor shall provide a team to support, maintain, and enhance the SIPRNet services used by MARAD for the MARAD OCIO. The contractor shall provide, at a minimum, project management and system support.

4 SPECIFIC REQUIREMENTS

4.1 Project Management

The contractor shall establish program control processes to ensure mitigation of risks and minimal schedule variances. The contractor shall provide all documents as electronic copies.

4.1.1 Work Breakdown Structure (WBS)/Schedule

The contractor shall deliver a level 2 WBS and schedule in a Gantt chart format compatible with Microsoft Project. The level 2 WBS shall reflect the capability to provide competent resources within a logical management framework to accomplish the scope of performance anticipated for the task support areas.

In addition to the task beginning and ending dates, the WBS shall also delineate major program milestones and deliverables from start to completion of the specified project. It shall provide an accurate schedule of program events in a cost effective manner. The contractor shall use the schedule as the baseline and track planned (baseline) vs. actual dates. The schedule performance shall be reported at all in-process reviews and other meetings where program status is discussed. The contractor shall provide notification to the Government of any anticipated or projected work stoppages or delays that will impact schedules.

4.1.2 Weekly Status Reporting (WSR)

Management oversight and reporting shall include submission of weekly written status reports via electronic mail, which will allow the Government to monitor execution of the program according to delivery schedules. The reports shall include, at a minimum:

- 1) How the work accomplished relates to specific tasks in the WBS;
- 2) Identify if work accomplished varies significantly from the schedule and include an explanation with an impact on the WBS; and
- 3) Identify significant issues (schedule, performance, technical, etc.) with corresponding proposed resolutions.

01 October 2008

Page 2 of 3 Modification P00001

4.1.3 Deliverables

Ref.

Deliverables

Date

4.1.1

Work Breakdown Schedule (MS Project Schedule)

Within 20 days of project kickoff meeting; update as schedule dictates

4.1.2

Award/Contract	Document No. entr0500013	Document Title FY 09 SIPRNET	Page 11 of 12
-----------------------	------------------------------------	--	---------------

Weekly Status Report (WSR)

Weekly report to cover both COE maintenance and support and SIPRNet

4.2 Command Center and SIPRNet Support

The contractor shall provide technical engineering support as part of the daily operations support. It is understood after hours support might need to occur during time of disaster and emergency; these hours will be coordinated with as much advanced notice as feasible. The contractor shall provide technical support to users for both the MARAD HQ Command Center and MARAD HQ SIPRNet room. Due to this effort being a level of effort this support shall generally include:

- Maintenance – Perform maintenance (daily, weekly, monthly, yearly), boot and shutdown systems when needed, printers, backup media, tune systems for performance, Anti-Virus updates, configurations of all required software, maintaining OU structures, group policies, system updates, workstation updates, shredder, Comsec, Procomm and specialized devices
- Monitoring - Printers, disk space, network, servers and workstations, performance, and security, and all log files as required by DISA.
- Installing/upgrading/removing software - OS (kernel patches, new device drivers), applications (new versions, DLLs, new configurations)
- Backups and archives – Backups are captured on a daily, weekly, and monthly basis. Backups are stored in NSA approved storage for a period of one year.
- Configuring - kernel, networking software such as Active Directory, Exchange Server, quotas, security, mail, time, Siprnet and other related servers.
- Problem solving - Solving problems with network, servers, workstations, users, process, procedures, management, or new system requirements from DOT and DISA.
- Help and educate users - This includes working with end users and management to answer technical related procedures and issues that arise. On-boarding new users and training users to use MARAD Command Center equipment.
- Room preparation - Temperature, humidity, electrical, security, cabling,
- Trouble-shooting - network connections, services that don't start, faulty security, user issues, group policies, NSA, DISA, and JTNFO requirements as needed.

4.2.1 MARAD HQ Command Center Support

The contractor shall support the presentation services, VTC and SVTC solutions within the MARAD HQ Command Center. The contractor shall assist with technical troubleshooting, setup and support of the presentation services that currently exist. The contractor shall prepare the command center for use in any situation including, but not limited to disasters, storms, crisis, meetings, discussions, etc...

01 October 2008

Page 3 of 3 Modification P00001

4.2.2 DOT HQ SIPRNet Support

Support the existing servers, laptops, and provide overall maintenance and support of the existing infrastructure in the classified environment at DOT HQ. This includes the building and configuring of servers, workstations, laptops, disk drives, CD-ROMs, RAM, printers, NICs and cabling. Upon request, the contractor shall also perform capacity planning, architecture drawings and designs, logistics (network design, server locations, where to install, wiring, IP address assignments) and assessments for DISA, IATC approval and ATO approval.

5 ACCEPTANCE of DELIVERABLES

Deliverable must be provided for Government review/comments. The Government shall have two business days to review deliverables and provide comments for acceptance. All documents shall be submitted to the COTR via electronic media or on CD for large documents with one hard copy.

6 PLACE of PERFORMANCE

MARAD Headquarters Offices.

7 Travel and Other Direct Costs

All materials, travel and supply items shall be proposed on a reimbursement of cost basis or procured and supplied by the government. The COTR shall review and approve, in writing (email is acceptable) prior to incurrence of cost.

8 PERIOD of PERFORMANCE

The period of performance is, per the contract, the remaining option period, extending from 10/1/2008 and ending 9/30/2009.

Award/Contract	Document No. entr0500013	Document Title FY 09 SIPRNET	Page 12 of 12
-----------------------	------------------------------------	--	---------------