

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH ORDER/AGREEMENT NO. DTOS59-10-D-00509	2. DELIVERY ORDER/CALL NO. DTMA-91-F-2012-000098	3. DATE OF ORDER/CALL (YYYYMMDD) 9/20/2012	4. REQUISITION/PURCH REQUEST NO. MMA-PR5105-20120180	5. PRIORITY
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6. ISSUED BY U.S. Merchant Marine Academy Division of Procurement USMMA-5206 300 Steamboat Road Kings Point NY 11024-1699	CODE 00095	7. ADMINISTERED BY (If other than 6) U.S. Merchant Marine Academy Division of Procurement USMMA-5206 300 Steamboat Road Kings Point NY 11024-1699	CODE 00095	8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER <small>(See Schedule if other)</small>
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9. CONTRACTOR NAME AND ADDRESS Phase One Consulting Group Attn: Jerad Speigel Suite 405 99 Canal Center Plaza Alexandria VA 22314	CODE 546423315	FACILITY	10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) 2013Sep23	11. X IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED
			12. DISCOUNT TERMS	
13. MAIL INVOICES TO THE ADDRESS IN BLOCK PO Box 25710 OK				

14. SHIP TO U.S. Merchant Marine Academy U.S. DOT/Maritime Administration 300 Steamboat Road Kings Point NY 11024-1699	CODE 00095	15. PAYMENT WILL BE MADE BY MARAD A/P INVOICES 6500 SOUTH MACARTHUR BLVD OKLAHOMA CITY OK 73169	CODE	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCK 1 AND 2.
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16. TYPE OF ORDER	DELIVERY/ CALL <input checked="" type="checkbox"/>	PURCHASE <input 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. Reference your _____ furnish the following on terms specified herein. 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 <i>Phase One Consulting</i>		SIGNATURE <i>[Signature]</i>	
TYPED NAME AND TITLE <i>George Charakas, Partner</i>		DATE SIGNED (YYYYMMDD) <i>2012SEP20</i>	

If this box is marked, supplier must sign Acceptance and return the following number of copies: 1

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
	The purpose of this requisition is to fund Continued ...				

*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and enclose. 29. UNITED STATES OF AMERICA BY: <i>Wilbur Turner</i> CONTRACTING/ORDERING OFFICER	26. TOTAL	\$191,000.00
	28. DIFFERENCES	

27a. QUANTITY IN COLUMN 20 HAS BEEN

INSPECTED RECEIVED ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:

d. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		c. DATE (YYYYMMDD)	d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
6. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE		28. SHIP. NO.	29. D.O. VOUCHER NO.	30. INITIALS
1. TELEPHONE NUMBER	g. E-MAIL ADDRESS	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.		34. PAYMENT		34. CHECK NUMBER
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	COMPLETE		35. BILL OF LADING NO.
		PARTIAL		
		FINAL		
37. RECEIVED AT	38. RECEIVED BY (Print)	39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NUMBER
42. S/R VOUCHER NO.				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

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2 6

DTOS59-10-D-00509/DTMA-91-F-2012-00098

NAME OF OFFEROR OR CONTRACTOR

Phase One Consulting Group

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	<p>contractor support required to develop USMMA Web Development requirements during the period of performance 09/24/2012 - 9/23/2013. Delivery Location Code: 00095 U.S Merchant Marine Academy U.S. DOT/Maritime Administration 300 Steamboat Road Kings Point NY 11024-1699 USA</p> <p>Accounting Info: 70121750MA.2012.1INP00002.0000530100.25215.6100660 0 / 70121750MA.2012.1INP000003.0000530200.25215.61 Period of Performance: 09/24/2012 to 09/23/2013</p> <p>Redesign of USMMA Website on Drupal web content management platform. Design to have and feel of dot.gov site. This is a New Task Order Under DTOS59-10-D-00509. Not to exceed \$191,000.</p> <p>Delivery: 09/23/2013 This task order is issued under DOT contract DTOS59-10-D-00509 and includes all terms and conditions applicable to that contract. Task Order DTMA-91-F-2012-000098 provides funding for USMMA IT Web Development Program Support Services during period of performance 09/24/2012 to 9/23/2013. Modification funding provided by purchase order number MMA-PR5105-20120180 item#0001 line of accounting 70121750MA.2012.1INP00002.0000530100.25215.6100660 0 in the amount of \$130,000 and line of accounting 70121750MA.2012.1INP000003.0000530200.25215.6100660 00 in the amount of \$61,000.00 for a total amount of \$191,000.00. The beginning obligation balance of the task order is \$191,000.00</p> <p>The total amount of award: \$191,000.00. The obligation for this award is shown in box 25.</p>				191,000.00

USMMA Web Development Support New Task Order Under DTOS59-10-D-00509 Statement of Work

1.0 Background

The tasks to accomplish under this Statement of Work (SOW) include Contractor services to provide support to the redesign effort of the USMMA web site.

Web-based applications and products shall be in compliance with the stipulations of Section 508 of the Rehabilitation Act, 29 U.S.C. § 794d, as amended and WCAG 2.0 level AA compliant. Technical support shall include assistance with testing Web sites and documents posted on the Web for compliance. Federal staff shall make final determinations of compliance if there are questions regarding specific pages or documents. All Web sites should be published according to the OMB Federal Web Standards and guidance.

2.0 Introduction

The U.S. Department of Transportation (DOT), Maritime Administration (MARAD) hopes to redesign the current U.S. Merchant Marine Academy - <http://www.usmma.edu/> - Web site in order to bring the look-and-feel into the same style as the DOT.gov homepage.

3.0 Objective

This task order provides funding for Web development support.

4.0 Task Requirements

Task 4.1 Participation in Project Meetings

The Contractor shall participate in regular project meetings called by USMMA to discuss current status, specifications, work plans, schedules, and related topics. The meetings may be held on-site at USMMA, at Contractor's office, or other locations as deemed necessary. It is estimated that this will typically be monthly and not more than once per week.

The Contractor shall meet with the COTR to discuss project management including, but not limited to, introduction of Contractor and Government staff, agreement on meeting schedules, and agreement on initial delivery dates.

Relevant Contractor staff shall attend meetings of USMMA as requested, based on the scheduled agenda. Regular meetings are currently scheduled for one hour on a weekly basis and held as needed.

Contractor shall conduct presentations and briefings directly related to the project to various audiences, as requested by the Government.

Task 4.2 Accomplishments Reports

The contractor shall provide a monthly report detailing assignments with a short description of work completed.

Task 4.3 General Tasks

4.3.1 Site Analysis

Current site information architecture analysis, including a high-level review of directories and linking.

4.3.2 Design Review and Recommendations

The contractor shall recommend layout design recommendations for the redesigned USMMA Web site. Recommendations will include homepage, first-tier and second-tier pages.

4.3.3 Graphical Design

The contractor shall create mock-up graphical designs for homepage and first-tier pages. The designs will allow developers to create templates and Web pages based on the proposed look-and-feel.

4.3.4 Drupal Support

The contract shall redesign the USMMA site in line with the DOT.gov templates that are developed in Drupal. Support will also adjust, modify, or create modules that are needed to complete the site. The templates will be created using re-usable elements that are easily modified to support a liquid site structure and presentation.

4.3.5 Migration Support

The contractor shall assist in migration support for the Web site. Pages will be developed from the existing Drupal templates and adjusted based on graphical designs and recommendations.

4.3.6 Training

The contractor shall train staff on the best practices for day-to-day development and assist the office in continuing migration and developing new content in the updated design.

Task 4.4 Task Orders

USMMA may require the Contractor to discharge certain tasks which are not currently envisioned as an integral part of the work specified above, but which are within the general scope of the types of work defined in the tasks. USMMA anticipates that the Contractor shall be required to provide task order support to meet the specific requirements of USMMA for work within the general scope of this task order. These requirements will include work plans, cost estimates, work and funding status reporting, meetings and other project management activities. USMMA also anticipates a potential need for task order support to take full and prompt advantage of emerging technologies. In such cases, USMMA shall issue a task order covering particular products or services.

5.0 Deliverables

Contractor deliverables include the items listed in Sections 4.1 and 4.2

Personnel

The contractor shall assign supporting personnel who have the expertise to successfully complete the tasks described in this document.

Contractor staff assigned to this Task is considered "Key Personnel". Key Personnel are not authorized to begin work under the task until the CO and/or COTR provides approval of resumes. All Key Personnel resumes shall be submitted for approval with the proposal. Detailed explanations must be provided if the Contractor is unable to provide Key Personnel resumes at the time of proposal submission. Resumes submitted after proposal submissions are still subject to the approval of the CO and/or RMO COTR.

If at any time during this Task the USMMA office finds that the quality of service does not fulfill the requirements of this Task, the Contracting Officer (CO) shall provide official written notification to the Contractor.

If the cause of the performance problem is individual Contractor personnel, the Contracting Officer shall provide for a two-week performance improvement period. If there is no improvement after two work weeks of such notification, the Contracting Officer shall require removal of the appropriate personnel after the second work week. Replacement personnel shall be provided by the Contractor without a break in service.

6.0 Government Furnished Resources

The Government shall furnish all hardware, software and consumables necessary to perform the on-site services requested in the SOW.

7.0 Period of Performance

This contract is for a twelve month period.

8.0 Location of Performance

The location of performance is at the Department of Transportation, OST, Office of the Chief Information Officer (OCIO), 1200 New Jersey Avenue, SE., Washington, D.C. 20590

9.0 Type of Order

This task order is time and materials.

Other Direct Costs (ODC)

ODCs shall be billed on a cost reimbursable basis. Costs are defined as the purchase price of materials or service plus General and Administrative charges (G&A) or material and handling charges (M&H).

All ODCs shall be fully supported in compliance with all competition requirements of the FAR.

10.0 Point of Contact

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U.S. Merchant Marine Academy
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Kings Point, NY 11024
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