

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

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2. AMENDMENT/MODIFICATION NO. 0003

3. EFFECTIVE DATE 10/21/2009

4. REQUISITION/PURCHASE REQ. NO. See Lines

5. PROJECT NO. (If applicable)

6. ISSUED BY DOT/Maritime Administration, MAR-380 1200 New Jersey Ave SE, MAR380 W26-429 Washington, DC 20590

7. ADMINISTERED BY (If other than Item 6) DOT/Maritime Administration, MAR-380 1200 New Jersey Ave SE, MAR380 W26-429 Washington, DC 20590

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and Zip Code) I.M. SYSTEMS GROUP, INC. 6309 Executive Blvd Rockville, MD 20852-3905

9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER NO. DTMA1P09028 10B. DATED (SEE ITEM 13) 03/01/2009

CODE m FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Line Item Detail

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.

IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

Table with 2 columns: CHECK ONE, and options A, B, C, D. Option D is checked.

E. IMPORTANT: Contractor is not, X is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this modification is to: (A) Provide funding to complete the work associated with the attached Statement Of Work (SOW). (B) Additional, this modification provides additional funding for web hosting for the month of November. (C) Extend the Period of Performance to November 30, 2009.

Contract value changed from \$28,350.00 by \$16,551.86 to \$44,901.86.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

Signature blocks for 15A, 15B, 15C, 16A, 16B, 16C. Includes names Teresa L. Apple and Jill M. Kline, dates, and signatures.

Line Item Summary	Document Number DTMAIP09028/0003	Title PMARS IT Services	Page 2 of 3
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Total Funding: \$44,901.86

FYs Fund Budget Org Sub Object Class Sub Program Cost Org Sub Proj/Job No. Sub Reporting Category
See Line Item(s)
 Division Closed FYs Cancelled Fund

Line Item Number	Description	Delivery Date (Start date to End date)	Quantity	Unit of Issue	Unit Price	Total Cost
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0003	Additional Information - Revised Statement of Work (10/01/2009 to 11/30/2009) This is a New Line Statement of Work (SOW) For Property Management and Archive Record System (PMARS) See attached Statement of Work		0.00		\$0.00	\$0.00
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0004	PMARS IT Support Services (Labor Senior Network Engineer) (10/01/2009 to 11/30/2009) This is a New Line Senior Network Engineer (100 hours @ 100/hr) = \$10,000		100.00	HR	\$100.00	\$10,000.00
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Funding Information:
 2010 - 70 - X4303 - RRF9698 - 0 - NDA0 - - 070106169 -
 80NDA0 - - - - 25305 - 6100 - 6600 -
 10,000.00

0005	Web Hosting (2 Months) (10/01/2009 to 11/30/2009) This is a New Line Web Hosting for two months (Oct. & Nov.) @ \$750.00/month = \$1,500.00		2.00	MO	\$750.00	\$1,500.00
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Funding Information:
 2010 - 70 - X4303 - RRF9698 - 0 - NDA0 - - 070106169 -
 80NDA0 - - - - 25305 - 6100 - 6600 -
 1,500.00

Line Item Summary	Document Number DTMA1P09028/0003	Title PMARS IT Services	Page 3 of 3
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Total Funding: \$44,901.86

FYs	Fund	Budget Org	Sub	Object Class	Sub	Program	Cost Org	Sub	Proj/Job No.	Sub	Reporting Category
See Line Item(s)											
Division Closed FYs Cancelled Fund											

Line Item Number	Description	Delivery Date (Start date to End date)	Quantity	Unit of Issue	Unit Price	Total Cost
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0006	Third Party Software Acquisition and Installation	(10/01/2009 to 11/30/2009)	1.00	LOT	\$5,051.86	\$5,051.86
	This is a New Line					
	Third party Software Acquisition and Installation (2 copies each): \$5,051.86					

Funding Information:
 2010 - 70 - X4303 - RRF9698 - 0 - NDA0 - - 070106169 -
 80NDA0 - - - - - 25305 - 6100 - 6600 -
 5,051.86

Previous Total: \$28,350.00
Modification Total: \$16,551.86
Grand Total: \$44,901.86
 (Includes Discounts)

**Statement of Work (SOW)
For
Property Management and Archive Record System (PMARS)**

C.1 Introduction

The purpose of Property Management and Archive Record System (PMARS) SOW is to minimize the risk and ensure the continuity of operation support to migrate the PMARS from the current hosting location in a contractor's site in Ohio to the Maritime Administration (MARAD) data center located in Stennis, Mississippi. After the migration, the public will be accessed PMARS via web browser to

C.2 Background

PMARS is MARAD's official repository of NDRF ship and ship-related property records. The PMARS program is managed by the Division of Sealift Operations Functions. The system is currently being used to allow appropriate system users to review and submit archived ships and their artifacts in near real-time. PMARS is maintained by I. M. Systems Group, Inc. (IMSG). The production system, including the production database, resides on IMSG servers. The IMSG servers are located at IMSG site (1430 Oak Court Suite 306, Beavercreek, Ohio) and are supported by IMSG.

C.3 Scope of the work

The scope of the work for PMARS migration includes the following:

- Continued PMARS hosting service on the IMSG site in Ohio
- Procure/Install/Configure all required software components to host a functional PMARS. Upload the existing data and PMARS related software to the test server environment.
- Build and Regression Test all PMARS functionality on the MARAD provided test server.
- Coordinate with the MARAD IT infrastructure contractor to support the deployment of PMARS from the test server to production server; and ensure the final production PMARS can be accessed via

C.4 Technical Requirements

The contractor shall build a complete PMARS system at MARAD specified server environment.

C.4.1 Task 1 – Continue PMARS hosting on the IMSG site

This task supports the PMARS hosting service until PMARS is successfully deployed to the production server or until the end of this contract, whichever is earlier. One week

prior to the PMARS switch over to MARAD's production server, the contractor shall post the message on the current PMARS web site to inform users of the URL of PMARS after production deployment. Once PMARS is in production and prior to the disabling of the current web site, the contractor shall re-direct all PMARS to the government's site.

C.4.2 Task 2 – Build and Regression Test on the MARAD Test platform

C.4.2.1 PMARS Web Site URL change

The URL of current PMARS Web site (URL: ??) is currently under a commercial domain. The contractor shall work with MARAD IT support contractor to make any necessary change in the PMARS application so that the public can access PMARS on a government domain. This activity also includes the compatibility of PMARS accessible via Internet Explorer 6 and up.

C.4.2.2 Third-Party Software and other PMARS codes

The contractor shall procure all required third-party software components and install as well as configure on the MARAD provided test environment. MARAD will communicate with the contractor all test environment hardware platforms and back-end database management software as well as Web Server.

C.4.2.3 Regression Testing

The contractor shall regression test all PMARS functionality on the MARAD test environment to ensure all functionality is working without any difference than the current system. The functionality tested and the result of testing shall be documented succinctly and delivered to the Government.

C.4.2.4 Production Server Deployment Support

Once the Government reviews the Regression Test Report and approves the production readiness, if requested by the Government, the contractor shall assist MARAD IT infrastructure support contractor to complete the deployment of PMARS to the server located at Stennis, Mississippi data center.

C.5 Deliverables

C.5.1 PMARS functionality

The completed PMARS must provide the same functionality as the current system. The completion of the functionality shall be tested and documented in the test report, which shall be delivered to the COTR two (2) days before the PMARS is deployed to the MARAD production server.

C.5.2 Documentation Deliverables and Delivery Schedules

The PMARS deliverables shall include the following system development life cycle (SDLC) documentation, either original or updated from the previous release. These SDLC documents and the corresponding delivery schedules are noted below.

Due date for each deliverable item is a calendar date or next business day date unless otherwise specified. Documents shall be delivered in the file format as mutually agreed with the COTR. Mode of delivery to the COTR is by email, unless stated otherwise.

Tasks	Deliverables Description	Deliverables Due Date
	Project Plan with schedules and high level milestones	2 nd day after the issuance of Notice to Proceed
	Weekly status reports	Every Friday or As mutually agreed upon with COTR
	System Specification with detailed description of setting up procedure.	Seven days before PMARS deployed to the production or as mutually agreed upon with the COTR
	Updated System Architecture (Design) Document	three days before PMARS deployed to the production or as mutually agreed upon with the COTR
	Updated User's Guide	Two days before PMARS deployed to the production or as mutually agreed upon with the COTR
	Regression Test Report	three days before PMARS deployed to the production or as mutually agreed upon with the COTR
	Production Readiness Meeting	as mutually agreed upon with the COTR

C.5.3 PMARS Source Codes

The PMARS source codes (inclusive of all high level language codes, scripts, etc.) and the database schema shall also be part of the deliverable. The contractor shall deliver PMARS source codes within a week of each release.

C.5.3.1 Government Furnished Equipment/Information

The contractor shall work with the MARAD HQ on-site contractor, Stanley Associates, to build a complete and fully operational PMARS with the same functions as of September 30, 2009.

C.5.3.2 Data and Property Rights

- a. MARAD shall retain all rights and privileges, including those of patent and copyrights to all Government furnished data. The contractor shall neither retain nor reproduce for private or commercial use any information or other materials furnished or produced under this contract. All property rights, including publication rights, in the information and materials produced by the contractor in connection with this contract shall belong to MARAD.
- b. The contractor shall not embed its company name or logos or claim copyright for any deliverable submitted under this contract. The contractor agrees not to assert any rights at common law or in equity or establish any claim to statutory copyright in such data. These rights are not exclusive and are in addition to any other rights and remedies to which MARAD is otherwise entitled elsewhere in this contract.
- c. If delivery by the contractor to the Government of certain technical data and other data is in digital form rather than as hard copy, it is agreed that the Government will be licensed to use that digital-form data with exactly the same right and limitations as if the data had been delivered as hard copy.

C.5.4 Other Applicable Contract Provisions

C.5.4.1 Travel

- a. The contractor shall not charge local travel costs in the Washington, DC metropolitan area to the Government. The contractor shall submit long distance travel costs as Other Direct Costs (ODC). Travel cost shall be reimbursed in accordance with Federal Travel Regulation (FTR) and FAR part 31. The contractor shall submit travel requests to the COTR for approval, via email, at least one (1) week in advance of each travel event. Reimbursement will not be approved for unauthorized travel. Travel cost between each Division to the nearby warehouses will not be reimbursed except for prior approval by the COR/COTR.
- b. The contractor is required to coordinate and obtain approval from the Government COTR if travel is required.

C.5.4.2 Period of Performance

The period of performance is one month from October 1, 2009 through October 31, 2009.

C.5.4.3 Security Requirements

C.5.4.3.1 Security Regulation and Policy

- a. When delivering IT products, the contractor shall comply with the National Checklist Program (NCP) by NIST, which provides guidance on setting the security configuration of operating systems and computer hardware, and is stated in FAR, Subpart 39.1, Sections 39.101(d).

C.5.4.3.2 Commitment to Protect Sensitive Information

- a. The contractor shall protect the security and confidentiality of sensitive Government information while performing work at contractor facilities, MARAD HQ, and MARAD designated performance sites. The contractor employee shall follow the guidelines of the Privacy or Security Safeguards prescribed in FAR 52.239-1.