

ORDER FOR SUPPLIES OR SERVICES

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

1. DATE OF ORDER 04/20/2004		2. CONTRACT NO. (If any) DTMA195c024		6. SHIP TO: Richard H. Williams		
3. ORDER NO. TO040000815		4. REQUISITION/REFERENCE NO. See Lines		a. NAME OF CONSIGNEE DOT/Maritime Administration, MAR-614		
5. ISSUING OFFICE (Address correspondence to) DOT/Maritime Administration, MAR-380 400 Seventh Street, SW., Room 7310 Washington DC 20590				b. STREET ADDRESS 400 Seventh Street, SW., Room 2116		
c. CITY Washington		d. STATE DC	e. ZIP CODE 20590			
7. TO: a. NAME OF CONTRACTOR				f. SHIP VIA		
b. COMPANY NAME Veridyne, Incorporated				8. TYPE OF ORDER		
c. STREET ADDRESS 2002 Sproul Road Suite 206				<input type="checkbox"/> a. PURCHASE REFERENCE YOUR:	<input type="checkbox"/> 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.	
d. CITY Broomall		e. STATE PA	f. ZIP CODE 19008-3510		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.	
9. ACCOUNTING AND APPROPRIATION DATA 04 - 965 - X4303 - 160000 - - 2696 - - - 70EQP0 - - 46500461 - - - - -				10. REQUISITIONING OFFICE		

11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input checked="" type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED					
12. F.O.B. POINT Destination		14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 03/26/2005	16. DISCOUNT TERMS 10 days % 20 days % 30 days % days %	
13. PLACE OF					
a. INSPECTION	b. ACCEPTANCE				

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.		17(h) TOT. (Cont. pages)	
	21. MAIL INVOICE TO: Ruby P. McPhaul					
	a. NAME DOT/Maritime Administration, MAR-330				\$382,000.00	
	b. STREET ADDRESS (or P.O. Box) 400 Seventh Street, SW., Room 7325					
c. CITY Washington		d. STATE DC	e. ZIP CODE 20590		17(i) GRAND TOTAL	

22. UNITED STATES OF AMERICA BY (Signature) 			23. NAME (Typed) Erica L. Williams TITLE: CONTRACTING/ORDERING OFFICER			
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**ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION**

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

DATE OF ORDER 04/20/2004	CONTRACT NO. DTMA195c024	ORDER NO. TO040000815
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ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	Option Year Nine <i>Delivery Date</i> <i>Start Date</i> <i>End Date</i> 03/26/2005 03/27/2004 03/26/2005	1.00	LOT	0.000	0.00	
0002	WO-815 IT Support <i>Delivery Date</i> 03/26/2005 Reference Requisition: PROP0400051	1.00	LOT	382,000.000	382,000.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17i) ⇒ \$382,000.00

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COMMERCIAL CLAUSES

1 FILE WO-815.RTF.DOC

APRIL 2004

Contract DTMA91-95-C-00024

Work Order: WO-0815

March 28, 2004

**STATEMENT OF WORK
DATA MANAGAEMENT AND SYSTEM SUPPORT**

GENERAL

This Statement of Work encompasses those tasks associated with developing, enhancing, and maintaining the overall MARAD Logistics Support System (MLSS) database, downloading MLSS data for PC-SAL installations, updating MLSS from PC-SAL transactions, providing special MLSS data reports, and providing general and specific hardware and software support in conjunction with the MLSS system as tasked by receipt of Contract Technical Directives (CTD) issued by MAR-614. Also included are the time, material and travel associated with installation, training and maintenance of the overall MLSS system, ~~e.g. MLSS Provisioning Program, MLSS FSS Module, MLSS MRM Module, MLSS LMO Module and the MLSS Web based query Module, MLSS.US.~~ All system development and enhancement work will be performed in accordance with the guidelines provided in Attachment A.

TASK DESCRIPTION

The contractor shall perform the work associated with:

PC-SAL development and software maintenance, including:

Development of new PC-SAL versions incorporating enhancements specified by MAR-614 (i.e., versions 4.0, etc.)

Write and maintain a PC-SAL Manual/User Handbook

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Perform PC-SAL programming, enhancements, troubleshooting, and “bug fixes” in response to MAR-614 requests

Provide user support to PC-SAL users

Integrate PALMOS barcode scanning capability to PC-SAL

RRF-MLSS development and database maintenance

Produce and distribute an MLSS CD-ROM to MARAD Regions and Ship Managers quarterly, or as requested by MAR-614

Write and/or revise and maintain an MLSS user manual

Process and perform necessary system maintenance of MLSS data

Maintain a Remote ECSMIS (RECMIS) access program
(This is still a valid requirement as long as we have 3.2 ships)

Produce special reports from MLSS as requested by MAR-614

Conduct MLSS training as required

Process data uploads from PC-SAL

Program MLSS enhancements and troubleshoot problems encountered by users

Perform data maintenance including updates of ship screen information and the user database as directed by MAR-614

Provide help desk and user support to MAR-614, Region offices, and Ship Managers as

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directed by MAR-614

Acquire and maintain Off-the-Shelf (OTS) software, hardware, and equipment as necessary or as requested by MAR-614

Perform bar code system development and implementation

Develop requirements, develop interfaces with existing MARAD systems

Acquire bar-coding hardware, software, fonts, etc. as required

Modify existing systems to accommodate bar coding technology

Develop and implement barcode scanner programs as required

Integrate with modernized PC-SAL

Automated forms development

Acquire software to develop and use automated (electronic) forms

Develop or modify and maintain automated forms as requested by MAR-614

Provide installation, training, documentation and user support for automated forms software and forms developed by the contractor

Provide development and maintenance support for the RRF automated parts procurement program, including

Systems to manage the procurement process

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Maintain procurement history files

Master Equipment Index (MEI) Design, develop and implement MEI capability in MLSS

Maintain networks to support MARAD logistics functions

Perform GFE LAN/WAN administration and maintenance

Maintain E-mail and file transfer systems including gateways to facilitate Electronic Data Interchange (EDI).

Develop and maintain capability for imaging and document maintenance in support of MARAD logistics functions

~~Provide support for MARTS and other maintenance management systems~~

Provide miscellaneous automated systems support, including design, development, enhancements, maintenance, documentation, training, troubleshooting, and user support, including (but not limited to):

~~MLSS—MRM Module~~

~~MLSS—Provisioning Module~~

~~The Technical Directive tracking System (TDS)~~

~~MARAD Procurement System (MPS) programs~~

Data entry programs for ship inventories and validations

Utilities (e.g. for loading, extracting, or scrubbing data)

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Support the electronic transfer of information to/from MARAD and other government agencies, the public, and MARAD employees using current Intranet and Xtranet technologies

Provide and manage the infrastructure required to collect, maintain, and distribute logistics data over the Internet

Maintain inventory records of GFE equipment held by the contractor

Provide on-site support to MAR-614, ship manager, regions and ships for automated systems at the request of MAR-614

DELIVERABLES.

Maintain and distribute PC-SAL User Manual

Maintain and distribute RRF-MLSS User Manual

Produce and distribute an MLSS data CD-ROM to all MARAD Regions and Ship Managers as requested by MAR-614.

Special reports requested by MAR-614 are to be compiled and delivered in the time frames mutually agreed upon in writing.

Completed tasking to install software and hardware or solve field related system and hardware problems will be reported to MAR-614 within 5 working days of completion.

~~Written reports addressing the installation of PC-SAL and associated training will be delivered to MAR-614 within 5 working days of completion.~~

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~~Provide a monthly backup of all GFE programs and data to MAR-614~~

ADDITIONAL GUIDANCE

Except for cases where a specific delivery date for an action or report is identified, the contractor will be expected to perform the following actions in the time frames indicated below

MLSS Update via PC-SAL:

- For data received by the 15th of month: 15th of following month
- For data received by the 30th of month: 30th of following month

24 to 48 hour initial response time for field related system and hardware problems

START DATE **March 28, 2004**

COMPLETE DATE **March 27, 2005**

COTR DESIGNATION

Mr. Richard H. Williams is the Contracting Officer's Technical Representative for this work order.

MARAD COTR APPROVAL:

Richard H. Williams
Chief, Division of Logistics Support

CONTRACTOR ACCEPTANCE:

Donald V. Colley
Program Manager, Veridyne, Inc.

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ATTACHMENT A
APPLICATION DEVELOPMENT GUIDELINES

1.0 Reference

This work order requires the contractor to provide logistics support as directed below to develop systems in support of the MARAD Logistics System. Work accomplished shall be in conformance with the Logistics Support Contract.

2.0 Work Description

MAR-614, the Division of Logistics Support, will provide direction for development or enhancement of programs by Technical Directive under the guidance of this Work Order.

The contractor shall make available technically qualified personnel, integrated technology resources (computer equipment, software, and software developers), and any other material to support the below stages of development (§2.1 – 2.11) and consequent life-cycle management (§3.0). These stages can run concurrently, if necessary.

2.1 Information Gathering

The contractor will support MAR-614 by:

- Developing user surveys, material to conduct customer interviews, and performing other types of research to establish the basic application parameters,
- b. Document results of the above, using necessary tools (i.e., data and word processor applications, data flow and other schematic diagrams, business process modeling programs, etc.), and
- c. Providing analysis of the results of information gathering as a guide during application development.

2.2 High-Level Requirements

The contractor will aid in the drafting and developing a High-Level requirement document, using material

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collected during the Information Gathering stage. This document will include, but is not limited to:

- a. General statement of application's or system's purpose
- b. General statement of capabilities and limitations.

2.3 Procurement of Equipment and Software

The contractor will procure necessary computer equipment and/or software, development tools, and other electronic media required for development of the application or system as directed after MAR-614 approval, via memorandum, letter, or e-mail correspondence.

2.4 Development of Requirement Specifications

The contractor will help develop a detailed requirements document. This document will expand on the High-Level Requirements by giving specific details about the system's operation, which will include:

- a. "Proof of concept" tests and related reports of findings, documenting the potential advantages and problems when the system's basic ideas are put into practical application in a limited trial.
- b. Business Process Diagrams detailing the activities incorporated by the application.
- c. Data dictionaries and diagrams required by the system.
- d. Analysis and studies comparing technology solution alternatives, to include computer related hardware, software, and other resources.
- e. Specifications of required integrated development environments (consisting of hardware, software, firmware, peripheral equipment, etc.) to support the technology solution chosen by MAR-614.
- f. A mock-up of forms (windows) showing the major functions via placement of data, function buttons and menus, and other Graphic User Interface (GUI) objects for the proposed application.
- g. Working prototypes of the application or system.
- h. Other relevant information pertaining to components necessary for the operation of the application or system.

2.5 Application Coding and Naming Conventions

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The contractor will write code in the chosen integrated development platform. The contractor will be responsible for adopting or developing standards of coding. These coding standards will be made available to MAR-614 at the beginning of writing code, and as needed when the standards or amended.

Similarly, the contractor is responsible for keeping updated documents specifying naming conventions for data elements, and components of applications (e.g., events, triggers, variables, and other objects). . These naming conventions will be made available to MAR-614 at the beginning of writing code, and as needed when revised.

2.6 Development of Test Procedures

Upon completion of the prototype phase, before alpha and beta testing (see definitions), the contractor will develop a methodology to test finished modules of the application. A document will be provided establishing guidelines in the identification, documentation, and resolution, and reporting to MAR-614, of coding errors and enhancements from application users in the development environment or in the field. Enhancements that are not absolutely necessary to support the functional requirements (see §2.4) should be separately addressed after the first fully tested version is deployed (see §3.0).

2.7 Testing and Revision Control

After satisfactorily concluding the first stage of testing, the contractor will establish the testing and revision control system. As established in §2.6, the system will document, track, and ensure resolution of coding errors and enhancements. The contractor will maintain revision control to track the released (beta and full) versions of the application, clearly documenting known problems identified and fixed in each version.

The contractor will supply MAR-614 with monthly reports detailing coding errors reported or found and recommended enhancements as per §2.6, and the required action and status for resolution.

2.8 User and System Administration Manuals

The contractor will, simultaneously with the application development, write both a user and system

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administrator manual. The User Manual is to contain at least (but not limited to) the following:

A table of contents,

Minimum computer requirements,

Instructions for installation of the applications on Palm Operating System (OS), if necessary, and Microsoft Windows 95, 98, NT, and 2000 OS,

An overview of the application,

Appropriate sections containing all required material, fully encompassing the application's or system's features and functions. Use any illustrations, tables, icons, screen captures, or other graphics that would elucidate the concepts related to the application as needed.

An index, (alphabetically) referring users to common subject matter to facilitate the reference.

The User Manual shall be written an audience consistent with basic to intermediate computer knowledge, using common language and accepted PC-based terminology.

The System Administration Manual shall follow the above User Manual's structure, but contain information necessary for required to distribute, configure, maintain the application's executable datastore, and necessary library files.

Both manuals, in their final draft, will be available for printed or electronic publishing in standard formats.

2.9 Training Materials and User Training

The contractor will furnish, upon direction from MAR-614, materials to facilitate user training in either a corporate environment or in the field. This material may consist of classroom syllabi and course books, example exercises, and multimedia designed to provide adequate training.

The contractor will furnish at least one designated trainer for the application, available for on-site visits.

2.10 Implementation

The contractor will support the implementation of the application or system by providing the following

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services:

Plan Off Action and Milestones for beta testing, pilot programs, and data migration

Data migration from legacy data structures

Standard electronic media (3 ½ 1.44MB Diskettes, CD-ROMs, Zip disks, etc.), as necessary, for installation and computer-based training purposes.

Technical Support for installation and troubleshooting purposes, to be provided for the application's or system's end-users.

Monthly reporting of technical support given to end-users.

3.0 LIFECYCLE MANAGEMENT

After implementation of the application or system, and using the steps in Section 2, the contractor will support MAR-614 by providing the following:

Maintenance of application's datastore,

Maintenance of equipment required for datastore, program development and deployment,

Disaster recovery to end users,

Procedures for refresh of the application's datastore, and

Further support of versions with major improvements to the application or system, using steps established in Section 2.

4.0 DEFINITIONS

Alpha testing – the first stage of testing, including unit testing, component testing, and system testing in a controlled programming environment

Beta testing – the second stage of testing, where a sampling of the intended audience tries the product out

Bugs – Coding Errors in a given application, causing the intended function to operate incorrectly

5.0 DELIVERABLES

Fully functioning application, with all supporting material as aforementioned, as per the full requirement document, and as approved by the ACOTR.