ORDER FOR SUPPLIES OR SERVICES

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

1. DATE OF ORDER: 08/24/2011

2. CONTRACT NO. *(If any)*: EP-W-11-016

3. ORDER NO.: 0004

4. REQUISITION/REFERENCE NO.: PR-OCFO-11-00280

5. ISSUING OFFICE *(Address correspondence to)*:
HPOD
US Environmental Protection Agency
Headquarters Procurement Operations
Ariel Rios Building
1200 Pennsylvania Avenue, NW
Washington DC 20460

6. SHIP TO:
a. NAME OF CONSIGNEE: TERRIE EWELL
b. STREET ADDRESS: US Environmental Protection Agency
Ariel Rios Building
1200 Pennsylvania Avenue, N. W.
Mail Code: 3803R
c. CITY: Washington
d. STATE: DC
e. ZIP CODE: 20460
f. SHIP VIA:

7. TO: HEATHER TEED
a. NAME OF CONTRACTOR: BOOZ-ALLEN & HAMILTON, INC.
b. COMPANY NAME:
c. STREET ADDRESS: 8283 GREENSBORO DRIVE
d. CITY: McLean
e. STATE: VA
f. ZIP CODE: 22102

8. TYPE OF ORDER
[ ] a. PURCHASE
REFERENCE YOUR:
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.
[X] 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.

9. ACCOUNTING AND APPROPRIATION DATA: See Schedule

10. REQUISITIONING OFFICE: Reconstruct Originating Office

11. BUSINESS CLASSIFICATION *(Check appropriate box(es))*
[ ] a. SMALL [ ] b. OTHER THAN SMALL [ ] c. DISADVANTAGED [ ] g. SERVICE-DISABLED VETERAN-OWNED
[ ] d. WOMEN-OWNED [ ] e. HUBZone [ ] f. EMERGING SMALL BUSINESS

12. F.O.B. POINT: Destination

13. PLACE OF
a. INSPECTION: Destination
b. ACCEPTANCE: Destination

14. GOVERNMENT B/L NO.:

15. DELIVER TO F.O.B. POINT ON OR BEFORE *(Date)*:

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)
	DUNS Number: (b)(4) TOPO: TERRIE EWELL Continued ...					

18. SHIPPING POINT:

19. GROSS SHIPPING WEIGHT:

20. INVOICE NO.:

17(h) TOTAL *(Cont. pages)*: $607,509.00

21. MAIL INVOICE TO:
a. NAME: RTP Finance Center
b. STREET ADDRESS (or P.O. Box): US Environmental Protection Agency
RTP-Finance Center (D143-02)
109 TW Alexander Drive
c. CITY: Durham
d. STATE: NC
e. ZIP CODE: 27711

SEE BILLING INSTRUCTIONS ON REVERSE

17(i) GRAND TOTAL: $607,509.00

22. UNITED STATES OF AMERICA BY *(Signature)*:

23. NAME *(Typed)*: Bradley Austin
TITLE: CONTRACTING/ORDERING OFFICER

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

DATE OF ORDER	CONTRACT NO.	ORDER NO.
08/24/2011	EP-W-11-016	0004

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Admin Office: HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460 Period of Performance: 08/24/2011 to 12/17/2011					
0001	(BASE PERIOD) Time & Attendance Payroll Migration (TAPM) Project to replace PeoplePlus. Award Type: Cost-plus-fixed-fee Total Estimated Cost: (b)(4) Fixed Fee: (b)(4) Term Form Incrementally Funded Amount: $400,000.00 Accounting Info: 10-11-B-B7T-ZZZJE5P-2512-11B77R0015-00 5 BFY: 10 EFY: 11 Fund: B Budget Org: B7T Program (PRC): ZZZJE5P Budget (BOC): 2512 Job #: LGRD0000 DCN - Line ID: 11B77R0015-005 Funding Flag: Complete Funded: $200,000.00 Accounting Info: 11-12-B-B7T-ZZZJE5P-2512-11B77R0015-00 6 BFY: 11 EFY: 12 Fund: B Budget Org: B7T Program (PRC): ZZZJE5P Budget (BOC): 2512 Job #: LGRD0000 DCN - Line ID: 11B77R0015-006 Funding Flag: Complete Funded: $160,000.00 Accounting Info: 11-TC-B7T-ZZZJE5P-2512-11B77R0015-007 BFY: 11 Fund: TC Budget Org: B7T Program (PRC): ZZZJE5P Budget (BOC): 2512 Job #: LGRD0000 DCN - Line ID: 11B77R0015-007 Funding Flag: Complete Funded: $33,000.00 Accounting Info: 11-T-B7T-ZZZJE5P-2512-11B77R0015-008 BFY: 11 Fund: T Budget Org: B7T Continued ...				419,268.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H)) $419,268.00

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

DATE OF ORDER	CONTRACT NO.	ORDER NO.
08/24/2011	EP-W-11-016	0004

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Program (PRC): ZZZJE5P Budget (BOC): 2512 Job #: LGRD0000 DCN - Line ID: 11B77R0015-008 Funding Flag: Complete Funded: $7,000.00					
0002	(OPTION PERIOD 1) Time & Attendance Payroll Migration (TAPM) Project to replace PeoplePlus. Award Type: Cost-plus-fixed-fee Total Estimated Cost: (b)(4) Fixed Fee: (b)(4) Term Form Period of Performance: 12/18/2011 to 08/17/2012 The obligated amount of award: $400,000.00. The total for this award is shown in box 17(i).				188,241.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H)) $188,241.00

1.
Base Period (08/23/2011 to 12/17/11)

Ceiling	Prior	This Mod	New
Estimated Cost	$0.00	(b)(4)	
Fixed Fee	$0.00		
Cost Plus Fixed Fee	$0.00	$419,268.00	$ 419,268.00

Funded	Prior	This Mod	New
Estimated Cost	$0.00	(b)(4)	
Fixed Fee	$0.00		
Cost Plus Fixed Fee	$0.00	$400,000.00	$ 400,000.00

2. The limitation of funds clause has been modified as follows:

(a) Pursuant to the Limitation of Funds (LOF) clause, incremental funding in the amount of (b)(4) is allotted to cover estimated cost. Funds in the amount of (b)(4) are provided to cover the corresponding increment of fee. The amount allotted for costs is estimated to cover the contractor's performance through **DECEMBER 1ST, 2011**.

(b) The provisions of the clause entitled "Limitation of Funds" shall become inapplicable at such time as an amount equal to the sum of the estimated cost and fees, set forth elsewhere in this task order, is allotted to this contract and the clause entitled "Limitation of Cost" shall then be applicable to this order."

3. Pursuant to the clause in this contract entitled "Limitation of Funds," funds have been allotted for the payment of allowable costs and fees estimated to be incurred for the task order period ending January 31, 2012. The Contractor shall notify the Contracting Officer in writing whenever it has reason to believe that the costs it expects to incur under this task order in the next 60 days, when added to all costs previously incurred, will exceed 75 percent of the total amount so far allotted to the task order by the Government. The notice shall state the estimated amount of additional funds required to continue performance for the period specified in the Schedule.

4. The Contractor is to perform in accordance with the TORFP (previously numbered #FA1-031) and their Task Order proposal.

Clauses for Task Order

All applicable terms and conditions of the contract EP-W-11-016 remain in full effect.

Section 1552.237-72: Key personnel

As prescribed in 1537.110, insert the following contract clause when it is necessary for contract performance to identify Contractor key personnel.

Key Personnel (APR 1984)

(a) The Contractor shall assign to this contract the following key personnel:

TASK ORDER PROJECT MANAGER –

HR LoB SME, FACILITATOR –

EPA SYSTEM EXPERT -

(b)(4)

(b) During the first ninety (90) days of performance, the Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment. The Contractor shall notify the Contracting Officer within 15 calendar days after the occurrence of any of these events and provide the information required by paragraph (c) of this clause. After the initial 90-day period, the Contractor shall submit the information required by paragraph (c) to the Contracting Officer at least 15 days prior to making any permanent substitutions.

(c) The Contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the Contracting Officer. Proposed substitutes should have comparable qualifications to those of the persons being replaced. The Contracting Officer will notify the Contractor within 15 calendar days after receipt of all required information of the decision on substitutions. This clause will be modified to reflect any approved changes of key personnel.

ENVIRONMENTAL PROTECTION AGENCY
TIME & ATTENDANCE AND PAYROLL MIGRATION (TAPM) PROJECT
TORFP # FA1-031
STATEMENT OF WORK

OVERVIEW

The Environmental Protection Agency (EPA) is moving towards a Human Resources and payroll systems/services offering from the Department of the Interior's National Business Center (NBC). Under this new offering, the EPA will be provided a comprehensive and integrated personnel and payroll system supported by an array of related personnel and pay services. Just recently, a joint effort between OARM and OCFO was established to initiate this migration from the EPA's current service provider, Defense, Finance and Accounting Service (DFAS) to NBC. As a result of this move, there will be many impacts to the existing processes and systems that collect information for Time and Attendance, Payroll, and Labor Distribution. To guarantee a smooth transition from EPA's current DFAS and PeoplePlus environment to NBC's Federal Personnel Payroll System (FPPS), this task order will validate and collect business/technical requirements across EPA and external organizations (e.g., DFAS and NBC) in support of current and future Time and Attendance, Payroll, and Labor Distribution business needs.

In order to ensure success for this project; concise, complete, and unambiguous business and technical requirements must be collected. It is paramount that the contractor collects and reviews requirements from multiple levels to ensure all Time and Attendance, Payroll, and Labor Distribution business needs are met from the various organizations. Understanding the current Time and Attendance, Payroll, and Labor Distribution functions and how the information is being used today and will be used for the future is critical to the success of the new system. The contractor shall look at strategic requirements, broad business requirements, business analyses, data elements, reports/calculations, and data sources for all Time and Attendance, Payroll, and Labor Distribution related information and processes.

For some areas, functional requirements have been gathered, but will need to be validated and verified. However, a comprehensive review and analysis of the business and technical requirements for all areas - Time and Attendance, Payroll, and Labor Distribution must be performed. The contractor must also ensure compliance with all current federal guidelines pertaining to the three areas.

OBJECTIVE

The primary purpose of this task order is to collect and validate information from various stakeholders and conduct an analysis to determine the business and technical requirements for Time and Attendance, Payroll, and Labor Distribution to be completed within four (4) months immediately following award.

1) To deliver complete business and technical requirements for Time and Attendance, Payroll, and Labor Distribution areas.

The following requirements shall be documented for each area:

a. Data Requirements
b. Functional Requirements
c. Interface Requirements
d. Design Requirements
e. System Performance Requirements
f. Security Requirements
g. Maintainability Requirements
h. User Interface Requirements
i. Development Standards
j. Training Requirements
k. User Documentation Requirements
l. Reporting Requirements

2) The collected requirements shall be in accordance with all federal regulations regarding time and attendance and payroll.

REQUIREMENTS

This section defines the requirements of this task order, including tasks (or subtasks) to be performed and deliverables or services to be completed to meet the Task Order Objective. **The primary work must be completed within four (4) months immediately following the task order's award.** The contractor shall address these requirements in the Technical Approach section of the proposal.

Task # 1 – Define Requirements

- Validate existing functional requirements for the Time and Attendance and Labor Distribution areas.
- Meet with EPA and external stakeholder representatives to conduct information gathering sessions for the purpose of collecting and documenting the necessary business and technical requirements for the TAPM project.
- Utilize Business Process Modeling Notation (BPMN) when capturing business process information within each area.
- Ensure that all requirements are in compliance with all federal regulations.
- Utilize the Serena Requirements Tool for capture of all business and technical requirements collected. Ensure that Time and Attendance, Payroll, and Labor Distribution requirements are clearly identified and separated within the tool. The EPA will supply this tool and provide the necessary access to the Contractor for immediate use upon task order award.

- After the requirements have been identified by all parties, the Contractor shall conduct joint prioritization sessions to help determine the order that the requirements for each area should be designed and subsequently built into the new system.
- After prioritization, provide a draft of the requirements document outlining the business and technical requirements for each area. Once the requirements have been accepted and approved by EPA, the contractor shall provide the final requirements document.
- Ensure that requirements are in compliance with the EPA's System Life Cycle Management Policy and the System Life Cycle Procedure.

https://ecommunicate.epa.gov/opencms/opencms/eCommunicate/resources/Home/System_Life_Cycle_Management_Policy/2100.5.pdf (PDF attached to TORFP notice)

https://ecommunicate.epa.gov/opencms/opencms/eCommunicate/resources/Home/System_Life_Cycle_Management_Procedure/SLCMProcedures-2111.5-p-1.pdf (PDF attached to TORFP notice)

Deliverables:

- Draft functional requirements document (Upon delivery of draft document, EPA will provide comments to the Contractor within 5 days)
- Final functional requirements document (To be completed within 5 days of receipt of EPA comments)
- Requirements traceability matrix
- All requirements captured in Serena Requirements Tool

Task # 2 – Maintain Project Management Plan

- Project Management
  - Detailed work plan due two weeks after contract award
  - Baseline schedule for the project and any updated schedules
  - Work breakdown structure of work at a level of detail suitable for the project size
  - Risk Management Plan
  - Quality Assurance Project Plan
  - Financial Reports to track project progress and status including any EVM calculations
  - Progress reports to track project progress and status
  - Weekly project status meetings
  - Ensure that all Agency Capital Planning and Investment Control (CPIC) Earned Value Management (EVM) requirements are followed

Optional Task # 3 – Supplemental Requirements Definition Support

EPA anticipates that there may be modest follow on work to Task # 1 above should

EPA determine a need to complete missed requirements or find gaps in the requirements deliverable(s) documentation. EPA will invoke this optional task after the primary work is completed and reviewed.

OTHER PROPOSAL INFORMATION

This section provides additional information on the task order requirements, period of performance, and level of effort for this proposed task order.

On-site Contractor Support

__ Yes **_X_** No. The task order requires on-site contractor support. Contractor must be available to meet with EPA personnel to complete this task in a timely manner

Government Furnished Space or Property (GFP)

__ Yes _X_ No. The task order involves the provision of government space.
__ Yes **_X_** No. The task order involves the provision of GFP.

Additional Progress or Financial Reporting

_X_ Yes__ No. The task order requires additional progress or financial reporting. The contractor shall comply with Agency Capital Planning and Investment Control (CPIC) Earned Value Management (EVM) requirements.

Note: The ITS-BISS base contract requires the contractors to provide a monthly progress report to the TOPO. Monthly reports describe progress on TO activities and funds spent. The CO can provide more information content and format of the monthly contractor progress report.

Period of Performance and Options Periods

_X_ This TO will have a Base Period of Performance (POP) starting from the date of award and ending 365 days after the task order's award. This TO will not have Option Periods.

Estimated Level of Effort (LOE)

The LOE for Tasks # 1 and # 2 is estimated at **4,120 hours**. It is EPA's expectation that the vast majority of these hours will allocated to Task 1. **Additionally, this LOE is based on completing the work in four (4) months from the Date of Award**.

The LOE for Optional Task # 3 is estimated at **2,060 hours**.