

**SPACE & NAVAL WARFARE SYSTEMS COMMAND (SPAWAR) COMPTROLLER  
PERFORMANCE WORK STATEMENT  
SPAWAR N-ERP General Fund Data Cleansing  
N0003907PRERPDC**

1.0 INTRODUCTION

The Department of the Navy is transforming the management of people, money, programs, equipment, supplies and maintenance through implementation of the Navy Enterprise Resource Planning (N-ERP) system, an integrated business financial management system intended to be a key enabler for improving financial business practices. The SPAWARSYSCOM implementation of N-ERP is scheduled for April 2008. To realize the benefits of this system, SPAWAR must ensure that data entered into N-ERP is accurate, complete, and verifiable. It is important that sufficient time be spent testing and cleansing legacy system data. The SPAWAR N-ERP implementation execution plan calls for the command's data cleansing task be completed by December 2007. Financial data cleanup, testing and validation will support the end result of clean, auditable data in N-ERP.

SPAWAR is responsible for data cleansing and for ensuring that all data is in a format that is compatible to the N-ERP system data structure. SPAWAR Comptroller is responsible for the financial data clean up of the General Fund legacy Standard Accounting and Reporting System-Headquarters Claimant Module (STARS-HCM) detailed accounting balances with the primary goal of eliminating data inconsistencies, invalid values, missing values and other data integrity shortfalls and includes but is not limited to the following:

- Determine volume and propose priority of legacy data cleansing candidates
- Ensure STARS-HCM legacy data conforms to business rules, processes and formats of the N-ERP system and that data is consistent and complete
- Clean up erroneous STARS-HCM data, validating and/or closing-out outstanding open transactions
- Propose write-off authority requirements
- Report problematic issues
- Maintain and report monthly metrics
- Participate in post cleansing data audit

SPAWAR Comptroller requires contractor support to perform the financial legacy data cleansing effort. This acquisition is subject to funding constraints of ASN(FM&C) provided financial resources.

## 2.0 SCOPE OF WORK

In order to meet the DoN N-ERP data cleansing objective, the contractor shall assist the SPAWAR Comptroller in the review, reconciliation, validation and close-out of financial data accounted for in STARS-HCM. Contractor shall perform in-depth analysis and validation of STARS-HCM document detail balances and general ledger account balances. Contractor shall document and report issues that prevent correction, validation or close-out actions from occurring, recommend solutions for consideration, track and maintain status and progress metrics, and report accomplishments. Contractor focus shall include, but not limited to, the data cleansing candidates listed below which are funded with expired appropriations or considered in an overaged status.

- Reimbursable Unliquidated Obligations
- Contract Unliquidated Obligations
- Milstrip/Interfund Unliquidated Obligations
- Travel Unliquidated Obligations
- Other Miscellaneous Type Unliquidated Obligations (such as training, miscellaneous documents for payroll)
- Accounts Payables (A/P)
- Accounts Receivables (A/R) for Incoming Reimbursable Orders
- Allocation Fund Balances
- Unmatched Disbursements and Official Undistributed Disbursements
- Abnormal credit document balances including Commitments, Obligations and Disbursements
- Travel Advances
- General Ledger Account Balances impacted by aged items such as A/R, A/P, Obligation, etc.)
- Invalid Subhead Accounts

## 3. REQUIREMENTS, PERFORMANCE STANDARDS, AND DELIVERABLES

### 3.1 Perform STARS-HCM Legacy Financial Data Cleansing

Objective: Contractor shall determine baseline and identify legacy accounting data cleansing candidates, prioritize review of items, and ensure that legacy data conforms to N-ERP business rules, processes and formats of N-ERP system and is consistent and complete. Data cleansing efforts shall include the gathering and preparing of documentation required for reconciling, correcting, validating and closing-out of open detail document balances, as well as designated general ledger account balances. Contractor shall propose write-off authority requests, when appropriate, for consideration by SPAWAR.

3.1.1 Requirement: Contractor shall draft a STARS-HCM legacy financial data cleansing plan of action and milestone (POA&M) schedule for SPAWAR review and approval. POA&M shall include program objectives, measurable milestones, timelines and completion dates, baseline of candidates and prioritized items; and identify anticipated problems and potential remedial solutions for SPAWAR consideration. Contractor shall execute POA&M upon receipt of SPAWAR approval.

Deliverable: Submit an electronic STARS-HCM legacy financial data cleansing POA&M within two weeks of contract award.

3.1.2 Requirement: Contractor shall prepare complete data cleansing packages that are based on in-depth analysis of accounting, acquisition, disbursing and other financial systems data associated with detailed business transaction(s) and general ledger account balances. This effort shall include contractor communications and networking with SPAWAR internal organizations and those external to SPAWAR, such as DFAS, performing activities, etc. Packages shall include summary of review findings; identify corrective adjustments to be processed and recommended write-off candidates; outline additional required actions; are fully supported with complete reconciliation, validation, close-out and write-off documentation; identifies items requiring on-going monitoring, problems encountered, and lessons learned. Packages shall be submitted electronically to SPAWAR for review and processing action(s). Results of N-ERP Financial Data Cleansing Packages is sufficiently comprehensive with rework limited to less than 1% of cleansing candidates.

Deliverable: Data Cleansing Packages shall be submitted electronically when completed, meeting POA&M scheduled timelines and completion due dates.

3.1.3 Requirement: Contractor shall participate in Post Data Cleansing Audit as directed by SPAWAR, and communicate finding results in the form of Post Data Cleansing Audit Packages, as agreed to by SPAWAR guidelines and at a minimum demonstrates sample extract documents indicating that data cleansing has been performed. Post Audit Package shall be sufficiently comprehensive with rework limited to less than 1% of sampled items.

Deliverable: Post Audit Package shall be submitted electronically when completed, meeting POA&M scheduled timelines and designated completion dates.

3.1.4 Requirement: Contractor shall maintain an Access metric database that enables complete reporting of N-ERP STARS-HCM legacy accounting data cleansing progress and status, as agreed to by SPAWAR. Metric data at a minimum shall

be comprehensive, clearly articulate POA&M results, identify problems that hinder intended progress, remedial recommendations, and lessons learned. At a minimum Status Reports shall include the number of items cleansed, dollar amounts affected, items requiring continued monitoring, monitoring frequency, new issues identified, lessons learned, and other elements as agreed to by SPAWAR.

Deliverable: (1) Contractor shall maintain an Access metric database on the SPAWAR Comptroller network share drive that is updated each Monday by 10:00 a.m. (or the following day if Monday is a holiday). (2) Project Status Reports shall be delivered electronically each Monday by 10:00 a.m. (or the following day if Monday is a holiday), unless otherwise designated by SPAWAR.

- 3.1.5 Requirement(s): Contractor shall coordinate with other entities within SPAWAR and its PEOs, DoD, DoN and other federal agencies, and attend meetings as directed by SPAWAR. Contractor shall provide written and/or verbal meeting reports, as designated by SPAWAR, that provide narrative summary, resulting action item requirements, and proposed recommendations when applicable.

Deliverable: Meeting report is verbally communicated to SPAWAR within one day of event and written report is delivered within 5 days, as designated SPAWAR.

- 4.0 ELECTRONIC SUBMISSIONS IN CONTRACT EXECUTION: Contract requirements will be prepared using Microsoft Office software applications as agreed to by SPAWAR, and deliverables shall be stored on the SPAWAR Comptroller Network Share Drive or the Intranet Resource Allocation Planning System (iRAPS), as designated by SPAWAR.
- 5.0 PLACE OF PERFORMANCE: Contractor will provide services from contractor site located within a 30 minute commute-time to client site location. Response time availability is essential for responding to higher level ad hoc inquiries and data calls.
- 6.0 GOVERNMENT FURNISHED INFORMATION - SPAWAR will facilitate access to the necessary systems, data information, and personnel to enable the contractor to complete tasks.
- 7.0 GOVERNMENT OWNED DATA, DOCUMENTATION, AND DATABASES – All acquired data documentation and associated databases are the property of SPAWAR and shall be turned over by the contractor prior to contract expiration.
- 8.0 PERIOD OF PERFORMANCE (POP) - Base year will be for a nine month period from the date of contract award and each option year will be for a one month period.

- 9.0 SECURITY - Performance of this work requires a confidential level security clearance for accessing DoD financial systems and involves the review of sensitive financial data.
- 10.0 TRAVEL – Minimal travel may be required in the performance of these tasks. Specific travel requirements shall be approved by SPAWAR. SPAWAR will provide advance notice when doable, to minimize associated cost.

## APPENDIX A – LIST OF MAJOR SYSTEMS/DATABASE

STANDARD ACCOUNTING AND REPORTING SYSTEM – HEADQUARTERS  
CLAIMANT MODULE (STARS-HCM)

STARS One Pay (STARS/OP)

Mechanization of Contract Administration Services (MOCAS)

Computerized Optimum Batch Reconciliation Application (COBRA)

Reimbursable Order Reconciliation Tool

Defense Cash Accountability System (DCAS)

Defense Travel System (DTS)

Intranet Resource Allocation Planning System (iRAPS)