

15 December 2010

**SPACE & NAVAL WARFARE SYSTEMS COMMAND (SPAWAR) COMPTROLLER
PERFORMANCE WORK STATEMENT (PWS)
SPAWAR Comptroller Legacy Systems Data Cleansing
N00178-04-D-4067 NS07**

1.0 INTRODUCTION

The Department of the Navy (DON) is deploying the Navy Enterprise Resource Planning (ERP) system across Navy organizations. The Navy ERP solution allows the Navy to unify, standardize, and streamline its business activities, processes and systems. The SPAWAR implementation of Navy ERP is scheduled for October 2009. DON activity Comptrollers are responsible for data cleansing of legacy financial data in preparation for their command's implementation. To realize the benefits of the system, SPAWAR must ensure that data entered into Navy ERP is accurate, complete, and verifiable, and the financial data cleanup, testing and validation will support the end result of clean, auditable data in Navy ERP.

The 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) tables, detail document balances, and general ledger account balances with the primary goal of eliminating data inconsistencies, invalid values, missing values and other data integrity shortfalls, including the following:

- Determine current volume, quality, complexity, and importance of data; and propose priority of legacy data cleansing candidates
- Ensure STARS-HCM legacy data conforms to business rules, processes and formats of the Navy ERP system and that data is consistent and complete
- Clean up erroneous STARS-HCM data, validating and/or closing-out outstanding open balances
- Propose write-off authority requirements
- Report problematic issues and recommended solutions
- Maintain and report metrics
- Participate in post conversion data cleansing

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

2.0 SCOPE OF WORK

In order to meet the DON Navy ERP data financial 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; and maintain, analyze, prepare and cleanse data gathered during cut-over and transition, and post conversion period. Document the findings that result from data cleansing efforts related to Navy ERP business processes, data conversion, business validation, and cutover/transition, and post conversion. Contractor shall perform in-depth analysis and validation of STARS-HCM tables, detail document 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 data cleansing candidates listed below.

- Fund Balances
- Open Incoming and Outgoing Project Directives, returning unexecuted funds to Navy Command
- Outstanding Commitments
- Open Incoming and Outgoing Direct Cite Orders for commands internal to Navy ERP, returning customer funds that will not be executed
- Accounts Receivables (A/R) for Incoming Reimbursable Orders
- 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, Transportation Account Code Charges (TAC))
- Accounts Payable (A/P) balances greater than thirty days old
- Unmatched Disbursements, Negative Unliquidated Obligations (NULO), and Official Undistributed Disbursements (OUD) and Collections (OUC)
- Customer Advances (i.e. MIDS, NILE)
- 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
- Data related to disestablished organization codes
- Other data element categories as identified by SPAWAR, such as suspended transactions, CAGE Codes, CLIN/SLIN
- Inventory & Related Property
- Personal Property

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 Navy ERP business rules, processes and formats of Navy ERP system and is consistent and complete. Data cleansing efforts shall include the gathering and preparation of documentation required for reconciling, correcting, validating and closing-out of data tables, detail document outstanding balances, and general ledger account balances. Contractor shall propose write-off authority requests, when appropriate, for consideration by SPAWAR.

- 3.1.1 Requirement(s): 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(s): 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 data tables, detail 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, receiving and 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 Navy ERP Financial Data Cleansing Packages are sufficiently comprehensive with rework 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(s): Contractor shall support SPAWAR during the Navy ERP Cutover/Transition period through data gathering, analysis, maintenance, and preparation of database tools. Database tools must maintain data element integrity during the cutover period.

Deliverable: (1) Contractor shall develop and maintain a funds control database that resides on the SPAWAR Comptroller network share drive and facilitates a seamless posting of cut-over execution data from transition to go-live by the Navy ERP implementation date. (2) Contractor shall prepare and electronically deliver cutover execution data files for uploading to the Navy ERP operational system, meeting Navy ERP and SPAWAR data requirements, scheduled timelines and designated completion dates.

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

Deliverable: Post Conversion Data Cleansing Packages shall be submitted electronically when completed; meeting POA&M scheduled timelines and designated completion dates.

3.1.5 Requirement(s): Contractor shall establish and maintain a metric database that enables complete reporting of Navy ERP STARS-HCM legacy accounting data cleansing baseline, 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, lessons learned, and at a minimum include description of data cleansing categories, baseline dollar values, source system, start date, success measure, target goals, status and progress, monitoring requirements and frequencies, issues, risks, remedial solutions. At a minimum, Monthly and Quarterly Reports shall include the established targeted goals, percentage of completion, number of items cleansed, dollar amounts affected, issues identified, lessons learned, and other elements as agreed to by SPAWAR.

Deliverable: (1) Contractor shall maintain a metric database that resides on the SPAWAR Comptroller network share drive and is updated each Monday by noon (or the following day if Monday is a holiday). (2) Monthly Project Status Reports shall be delivered electronically by noon on the 15th of each month (or the following workday if the 15th is on a weekend or holiday), unless otherwise designated by SPAWAR. (3) Quarterly Program Review Briefs shall be delivered electronically by noon on the 15th of the first month of the following quarter (or the following workday if the 15th is on a weekend or holiday), unless otherwise designated by SPAWAR. (4) A Final Program Accomplishments and Lessons Learned Document/Brief shall be delivered electronically as prescribed by SPAWAR and agreed to by Contractor.

3.1.6 Requirement(s): Contractor shall develop a Navy ERP Cleansing Model that is SPAWAR General Fund specific, addressing data cleansing opportunities related to Navy ERP Business Process Development, Data Conversion-Triage Analysis, Business Validation Development, and Cutover/Transition for realizing benefits. The contractor shall define required data for business processes, identify problem data, and reconcile STARS-HCM to Navy ERP data and formats. Model is intended as a guide for other Navy commands preparing for a Navy ERP implementation through cleansing of legacy data with the objective of minimizing data deficiencies and achieving a successful data conversion and smooth transition to the operational Navy ERP system.

Deliverable: (1) Contractor shall prepare a Navy ERP Cleansing Model that is based on SPAWAR's data cleansing approach, results requirements, and timelines, and complies with ASN(FM&C) FMO Data Cleansing guidance.

(2) SPAWAR Data Cleansing Model shall be delivered electronically and address pre-data conversion and post cutover/transition with due dates as prescribed by SPAWAR and agreed to by contractor.

3.1.7 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 draft correspondence for SPAWAR communications with performing and receiving activities, contracting officers, and disbursing organizations. 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: Draft correspondence is provided to SPAWAR for review and concurrence within prescribed timelines. Meeting report is verbally communicated to SPAWAR within one day of event and written report is delivered within five 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 to the government by the contractor prior to contract expiration.

8.0 SECURITY: Performance of this work requires a confidential level security clearance, DOD Common Access Card (CAC) for accessing DOD financial systems, and involves the review of sensitive financial data.

The contractor will accomplish the following minimum requirements in support of the SPAWAR HQ Operations Security (OPSEC) Program: The contractor shall document items of critical information applicable to contractor operations involving information on or related to the PWS/SOO/SOW. Contractor is responsible to adequately protect government designated critical information, and to determine and protect critical information generated by the contractor using guidance and meeting requirements outlined in the OPSEC attachment. All OPSEC requirements must be passed to all subcontractors.

9.0 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.

10.0 NAVY MARINE CORPS INTRANET (NMCI): The nature of this task does not require contractor to procure NMCI seats for personnel working at the Contractor site.

11.0 OVERTIME REQUIREMENTS: Payment of overtime is discouraged. Overtime must be approved by Task Order Manager in advance.

This document provides funding for a severable service contract that crosses fiscal year in compliance with 20 U.S.C. 2410 (a). The period of performance is 12 months. The start date is 16 July 2008 – 15 July 2009, with four 12 month option periods. APPENDIX A – LIST OF MAJOR SYSTEMS/DATABASE

Standard Accounting and Reporting System – Headquarters Claimant Module (STARS-HCM) and Field Level (FL)

SPAWAR Standard Accounting Program (SAP) Financial Information Management System Plus (FIMS+)

STARS One Pay (STARS/OP)

Mechanization of Contract Administration Services (MOCAS)

Computerized Optimum Batch Reconciliation Application (COBRA)

Reimbursable Order Reconciliation Tool

Official Undistributed Disbursements/Collections (OUD/OUC) Manager

Defense Cash Accountability System (DCAS)

Electronic Document Access (EDA) database

Standard Procurement Systems (SPS) /Procurement Desktop (PD2)

Intranet Resource Allocation Planning System (iRAPS)