

ACITS-3 FORM

PART I – TASK ORDER INFORMATION

Contract No: NNA13AB88C		Contract Title: ACITS 3 NASA AMES		
Date: 8/29/2015		Task Title: Space Biosciences Division Computer Support		
Task Order No.: S22	Task Mod No.: Original	Service Request No.:	Customer Code: NASA/Ames	SOW Reference: 3.1.5
Task Requester Email: (b) (6)		Name: Marilyn Murakami		Phone: (b) (6)
Financial Manager Email: (b) (6)		Name: Maricela Davis		Phone: (b) (6)
Computer Security Officer Email: (b) (6)		Name: Donald Sullivan		Phone: (b) (6)
		Name:		Phone:
		Name:		Phone:
		Name:		Phone:
Task previously covered by another contract other than predecessor to incumbent? (If YES, provide in SOW)				YES
Does the task require access to government databases? (If YES, indicate in SOW)				YES
SECTION 508, ELECTRONIC AND INFORMATION TECHNOLOGY ACCESSIBILITY COMPLIANCE (EITAC)				
Does the task include EIT items? (Please review the EITAC documentation)				NO
<p>Upon receipt of this task order request, the contractor shall review the task requirement(s) and inform the Government, as part of its task order/modification response, any discrepancies between standards initially cited and those the contractor proposes to deliver to the Government. Examples of discrepancies include ODCs for which some other standard might be or become applicable and, as a result, require citation in the task order, as well as any cited standards that the contractor believes is not applicable (provide rationale). Note: If, by mistake, the task, including and ODC of the task, should not meet an applicable standard not cited by the requester, it is the requester, not the contractor who is a fault; and the requester must find a way (e.g., by modifying the task request) to bring the task into compliance. In such cases the requester shall complete the required agency forms (or equivalent) before the task order/modification is approved.</p>				
GOVERNMENT FURNISHED EQUIPMENT (GFE)				
<p>Government will provide all appropriate equipment and software necessary for the performance of this task unless otherwise noted in this task order. The contractor, in accordance with the contract can acquire equipment not presently available as GFE. Equipment identified as task unique will be expensed to the task in accordance with ASRC Federal Accounting policy, and will be defined as GFE in the Government inventory. All other equipment purchases will be depreciated and become contractor property. The contractor shall follow agency rules regarding assignment of government owned equipment and other government supplied equipment. The contractor shall provide information, such as, Property Assignments, Property Location and Unused Equipment, upon request.</p>				
AFFIRMATIVE PROCUREMENT (See http://www.epa.gov/cpg/products.htm)				
<p>The item(s) being purchased are NOT on any of the EPA's Comprehensive Procurement Guideline lists. - AND -</p> <p>They meet the minimum recycled/recovered content.</p>				
COTR SIGNATURE:		CO SIGNATURE:		

ACITS-3 FORM (Continued)

PART 2 - TASK ORDER PLAN PROPOSAL

Contract No: NNA13AB88C		Contract Title: ACITS 3 NASA AMES			
Date: 8/29/2015		Task Title: Space Biosciences Division Computer Support			
Task Order No.: S22	Task Mod No.: Original	Service Request No.:	Customer Code: NASA/Ames	SOW Reference: 3.1.5	
Categories	Current Request	Prior Cumulative Estimate Without Current Request		Total Cumulative Task Estimate	
Onsite Hours	(b) (4)				
Offsite Hours					
Total Hours					
Onsite Labor					
Offsite Labor					
Subtotal ARTS Labor					
Teammate/Subcontractor Labor					
Subtotal Teammate/Sub Labor					
Total Labor					
Materials					
Equipment					
Travel					
Training					
Miscellaneous					
Other Direct Costs Subtotal					
Total Cost					
PMO					
Fee					
Total Price					

ACITS-3 FORM (Continued)

PART 3 - APPROVAL SUMMARY				
Contract No: NNA13AB88C		Contract Title: ACITS 3 NASA AMES		
Date: 8/29/2015		Task Title: Space Biosciences Division Computer Support		
Task Order No.: S22		Task Mod No.: 0	Service Request No.:	Customer Code: NASA/Ames
				SOW Reference: 3.1.5
Approved By	Name	Date	Email	Phone
1. COTR Murakami	Kirsten Nagel	9/1/2015	(b) (6)	(b) (6)
2. CO Murakami	Anjennette Contreras-Rodriguez	9/1/2015		

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Task Order No.: S22	Task Mod No.: 0	Service Request No.:	Customer Code: NASA/Ames	SOW Reference: 3.1.5
# of @ (P) Cost Plus			Funding Level: Task Level Funding	
Task Background:				

ACITS-3 FORM (Continued)

Contract No: NNA13AB88C		Contract Title: ACITS 3 NASA AMES		
Date: 8/29/2015		Task Title: Space Biosciences Division Computer Support		
Task Order No.: S22	Task Mod No.: 0	Service Request No.:	Customer Code: NASA/Ames	SOW Reference: 3.1.5

Task Order Description:

The purpose of the task is to provide system administration and user support for the Space Biosciences Division (Code SC) and it's three branches. (b) (7)(E)

(b) (7)(E)

(b) (7)(E)

This work also includes long and short term planning for networking, computing and coordination of all aspects of the support services. The task is expected to maintain functional systems that are designated as subscribed systems or building-wide resources, such as printers and servers. For the included systems this represents the system administration tasks to ensure that the systems are available to the users at a high percentage of uptime. These system administration tasks include:

- OS installations and upgrades, patches, FDCC and CIS compliance
- Install or apply standard NASA IT software upgrades, install security fixes and patches
- Application software installation, upgrades and troubleshooting to a limited extent depending on the system.
- Ensure that subscribed system backups are performed
- Support for new hardware acquisition
- Support loaner computers for various situations.
- Security support
- Support printers
- Support of database and project servers
- Limited conference room support
- Support of meetings and conferences when needed
- Install new computer systems and peripherals
- Perform routine system administration including: Account management, File system management, System performance monitoring and tuning Maintaining network connectivity to the wall
- Coordinating cooperative effort(s) where necessary with local area network (LAN), wireless and firewall support
- User support (problem troubleshooting and resolution), but not limited to: Systems use, Supported software, Hardware/software failures.
- Coordinate/facilitate hardware maintenance calls
- Installing, configuring and maintaining servers (file sharing, print servers, monitoring, logging, NAS, etc.) as requested by the Task Documentation
- Coordination of network installations, adds, moves and changes

ACITS-3 FORM (Continued)

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Task Order Description (Continued):				

ACITS-3 FORM (Continued)

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General Scope of Work:				

ACITS-3 FORM (Continued)

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Date: 8/29/2015	Task Title: Space Biosciences Division Computer Support			
Task Order No.: S22	Task Mod No.: 0	Service Request No.:	Customer Code: NASA/Ames	SOW Reference: 3.1.5
<p>Government Furnished Property:</p> <p>Government will provide all appropriate equipment and software necessary for the performance of this task unless otherwise noted in this task order. The contractor in accordance with the contract can acquire equipment not presently available as GFE. Equipment identified as task unique will be expensed to the task in accordance with ACITS3 accounting policy, and will be defined as GFE in the Government inventory. All other equipment purchases will be depreciated and be contractor property. The contractor shall follow NASA Ames rules regarding movement and assignment of government owned equipment and Aces supplied equipment and provide information upon request for the following: Property Assignments, Property Location, and Unused Equipment.</p>				

ACITS-3 FORM (Continued)

Contract No: NNA13AB88C		Contract Title: ACITS 3 NASA AMES		
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Specific Deliverables and Deliverable Dates				
No.	Type of Deliverable	Description of Deliverable		Date Required
1.	Performance	Quarterly Ticket Reports		Quarterly
2.	Performance	Deliverables of Random User Directory Restore		Quarterly
3.	Performance	Monthly meeting on CSA project status updates		Monthly

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Travel, Training, and Materials Requirements				
No.	Type of Requirement	Description		Date Required
1.	Material	Miscellaneous supplies as needed		9/30/2016
2.	Training	Attend IT specialized training as needed		9/30/2016
3.	Travel	Attend IT annual security training		6/1/2016

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Work Breakdown Structure (WBS) Charge Points				
Charge Point	Title			
001	Contractor Management Support			
002	(b) (7)(E)			
003				
004				
005				

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IT Security Requirements:

a. Are this task's activities covered under an organizational IT Security Plan?: NO

b. Does this task support applications that have been designated as a "Special Management Attention" application?: YES
If yes, please describe:

c. Is specialized security training required?: YES
If yes, specialized training requirements are described as follows:
The Task must have a least two (2) NASA Certified System Administrator on the staff.

d. Is a security clearance needed for any personnel on this task?: YES
If yes, what level of clearance is required?:
Contractor employee who are defined as being in a "Position of Trust" will require a security check, as defined in NPG

e. IT Security Deliverables associated with this task:

- IT Risk Assessment: YES
- IT Security Plan: YES
- IT Contingency Plan: YES
- IT Security Vulnerability Test Results: YES
- Results of Periodic IT Security Reviews: YES
- Other Documentation as Follows: Report of Status of IT Security Plan, Contingency Plan, and Risk Assessment of Critical Services: YES
- Other Documentation:
Documentation provided by Code I

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IT Security Requirements (Continued):

- f. Periodic reviews of IT Security measures are necessary. What is the role of the contractor under this task in areas such as review of user accounts, account management, data backup and restoration, use of warning banner, use of encryption, vulnerability scanning, and security tools?

See SOW

- g. In the event of an IT Security incident associated with systems and data under this Task, the Chief Information Security Official, the Security Operations Center (SOC), and the Task Requester are to be notified immediately by the contractor. In order to ensure full coordination, the following individuals also are to be notified:

Title	Name	Phone
System Owner (Responsible for the applicable IT Security Plan)	Karen Tambua	(b) (6)
Organization's Computer Security Official	Donald Sullivan	
Alternate System Owner	Carol Carroll	