

ACITS-3 FORM

PART 1 - TASK ORDER INFORMATION

Contract No: NNA13AB88C		Contract Title: ACITS 3 NASA AMES		
Date: 8/18/2016		Task Title: TH Division Systems and Facility Support		
Task Order No.: T32	Task Mod No.: Original	Service Request No.:	Customer Code: NASA/Ames Research Center	SOW Reference: C.3.1, 3.2
Order Type: Cost Plus Fixed Fee		Funding Level: Task Level Funding		
Task Requester Email: (b) (6)		Name: Trent Thrush		Phone: (b) (6)
Financial Manager Email: (b) (6)		Name: Edith Peters		Phone: (b) (6)
Computer Security Officer Email: (b) (6)		Name: Jeffrey McCandless		Phone: (b) (6)
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: Kirsten Nagel (9/15/2016)			CO SIGNATURE: Anjennette Contreras-Rodriguez (9/20/2016)	

ACITS-3 FORM (Continued)

PART 2 - TASK ORDER PLAN PROPOSAL				
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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		
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Approved By	Name	Date	Email	Phone
1. COTR Thrush	Kirsten Nagel	9/15/2016	(b) (6)	(b) (6)
2. CO Thrush	Anjennette Contreras-Rodriguez	9/20/2016	v	

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Statement of Work - Requirements, part 1:

The task will provide support services to the Human Factors Research and Technology Division in (b) (7)(E). These services include Linux Systems Support, Macintosh and PC Support, Web Outreach Support, Facility Support, Engineering Support, Publications Support, The Linux, workstation/server and end-user PC/Macintosh support assumes the responsibility for all IT infrastructure management and ensuing IT issues. This includes (but is not limited to) real-time networking and machine administration, scripting, operating system and application code debugging, backend webserver programming, support of user account management, software installation and issues, system security management and compliance, hardware configurations and repairs and network configuration and implementation.

IT Facility Support provides building operational assurance and planning for the physical facility. IT Facility Support also handles Project Management of office and lab modifications and relocations .

Webpage development and Outreach support provides webserver management, and web and graphics design to the Division, labs and projects.

Safety Reporting and inspections from outside organizations are coordinated and this group tracks compliance. Safety and BEAP training for Division staff will be provided.

Engineering Support provides hardware design and builds of custom equipment used in lab experiments. Staff works directly with the researcher on the design, coordination of facility modifications, and implementation of a requested project. The Engineering Group assists the IT Facility Support with small construction projects and assists the Systems Groups with all physical networking and audio changes and infrastructure, hardware implementation and network troubleshooting.

Database maintenance and management support will be provided for the multiple databases used by Division management. NASA 1676 tracking, Quality Records maintenance, VPP training, and desktop publishing support are included.

Property Management Support to meet the Center's revised guidelines to annual property inspections, to include monitoring verification and auditing of Code TH's property inventory. The Code TH custodian must verify that security measures have been applied before approving the online computer property pass and track all Code TH valid property passes and loan agreements.

Senior level expertise for software and hardware integration for multiple projects/laboratories in the Human Systems Integration Division. This may include determining hardware and software requirements, and upgrades, and integration into the existing laboratories.

Statement of Work - Requirements, part 2:

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Purchase the following materials as stated in the travel/training/material table:

1. Various electronic components to be used to build prototypes for research labs and for repair
2. Computer hardware and specialized project software to support all projects on this task order

Items are in support of all projects on this task order. Due to the aging of computer systems, electronic components and specialized project software upgrades will need to be purchased on an as needed base. Contractor will make assessment of current needs and include them in their approach. Task requester will discuss any cost differentials in the technical evaluation.

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Specific Deliverables and Deliverable Dates				
No.	Type of Deliverable	Description of Deliverable		Date Required
1.	Performance	Include in monthly progress report, the Support Hour Tracking Report for each month and deliver a compiled version at the end of		
2.	Performance	Develop and deliver internal Division Safety Training and BEAP classes following the Ames guidelines for safety training		
3.	Performance	Maintain IT databases used by the TH Division - all data will be entered within 10 working days of receipt		
4.	Performance	Coordinate monthly Safety Inspections and update of all necessary items		
5.	Performance	Coordinate and participate in VPP Safety Inspections held once per year		
6.	Performance	Special engineering projects completed on time must be higher than 90% of the time		
7.	Performance	Provide Property Management support for monitoring verification and auditing of Code TH's property inventory		

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Travel, Training, and Materials Requirements				
No.	Type of Requirement	Description		Date Required
1.	Travel	4 trips from Oregon to Ames for 1 person/5days in support of VPP Safety Inspections and BEAP training		9/30/2017
2.	Travel	Human Factors meetings/conference to staff TH booth in support of Human Factor Support for 2 people/6days to Austin Texas		9/30/2017
3.	Training	VMware and Puppet Training for 1 person and Splunk training for 2 people in support of the LINUX Operating System		9/30/2017
4.	Material	Various electronic components (cables, splitters, video camera mounts, lighting, for safety, racks, etc.) to be used to build prototypes for research labs and for repair		
5.	Material	Computer hardware and specialized project software (4 servers, 4 - 10K switches, 10 external hard drives) to support all projects on this task order		
6.	Training	Windows 10 Training for 2 people in support of PC Laboratory		9/30/2017

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Charge Points				
Charge Number	Description			
001	TH Division Systems and Facility Support			

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IT Security Requirements:

- a. Are this task's activities covered under an organizational IT Security Plan?: YES
- b. Does this task support applications that have been designated as a "Special Management Attention" application?: NO

If yes, please describe:

- c. Is specialized security training required?: NO

If yes, specialized training requirements are described as follows:

- d. Is a security clearance needed for any personnel on this task? NO

If yes, what level of clearance is required?:

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:

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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?**

All Security measures are outlined and continuously reviewed in the two Code TH security plans: Code TH Low Sensitivity Systems CD-999-L-ARC-9017 and TH Division Desktop Moderate Plan CD-999-M-ARC-2009. Continuous monitoring is being done using (b) (7)(E) scans. All system images (Linux, Macintosh and Windows) have been approved by the Center IT Security Office (CISO).

- 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)	Trent Thrush	(b) (6)
Organization's Computer Security Official	Jeffrey McCandless	(b) (6)
Alternate System Owner		