

# ACITS3 TASK ORDER FORM

## PART I - TASK INFORMATION

<b>Contract No.:</b> NNA13AB88C		<b>Contract Title:</b> Ames Consolidated Information Technology Services (ACITS 3) Contract		
<b>Date:</b> 10/23/13		<b>Task Title:</b> Code I PMO operations		
<b>Task Order No.</b> I01	<b>Task Mod No.</b> Original	<b>Service Request No.</b>	<b>Customer Code</b> Code I	<b>SOW Reference</b> C.3.1.1.1 Project Managem
<b>TASK REQUESTER EMAIL:</b> (b) (6)		<b>NAME:</b> Keith Shackelford		<b>PHONE:</b> (b) (6)
<b>FINANCIAL MANAGER EMAIL:</b> (b) (6)		<b>NAME:</b> Rosatina Chan		<b>PHONE:</b>
<b>COMPUTER SECURITY OFFICER EMAIL:</b> (b) (6)		<b>NAME:</b> Matt Linton		<b>PHONE:</b>
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				
<b>SECTION 508, ELECTRONIC AND INFORMATION TECHNOLOGY ACCESSIBILITY COMPLIANCE (EITAC)</b>				
DOES THE TASK INCLUDE EIT ITEMS (Please review the EITAC documentation) No, the task does not include EITAC items.				
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 a revised ARC form 789 (or equivalent) before the task order/modification is approved.				
<b>GOVERNMENT FURNISHED EQUIPMENT (GFE)</b>				
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 ODIN supplied equipment and provide information upon request for the following: Property Assignments, Property Location, and Unused Equipment.				
<b>AFFIRMATIVE PROCUREMENT (See <a href="http://www.epa.gov/cpg/products.htm">http://www.epa.gov/cpg/products.htm</a>)</b>				
The item(s) being purchased are NOT on any of the EPA's Comprehensive Procurement Guideline lists. - AND - They meet the minimum recycled/recovered content.				
<b>TASK DESCRIPTION - STATEMENT OF WORK - REQUIREMENTS</b> Please enter this information on pages 2 and 3.				
COTR SIGNATURE: KIRSTEN NAGEL		CO SIGNATURE: ANJENNETTE CONTRERAS-RODRIGUEZ		

## PART 2 - TASK ORDER PLAN PROPOSAL AND APPROVAL SUMMARY

CATEGORIES	CURRENT REQUEST	PRIOR CUMULATIVE ESTIMATE WITHOUT CURRENT REQUEST	TOTAL CUMULATIVE TASK ESTIMATE
Labor Hours:	(b) (4)	(b) (4)	(b) (4)
Labor:			
ODC Subcontracting:			
ODC Material:			
ODC Travel:			
ODC Training:			
Program Mgt Cost:			
Fee:			
<b>Totals:</b>			

APPROVED BY	Signature and Date	Email Address	Phone
1. TECH AREA MGR.:	(b) (4), (b) (6) 11/19/13	(b) (4), (b) (6)	(b) (6), (b) (4)
2. BUSINESS MGR.:	(b) (4), (b) (6) 11/20/2013	(b) (4), (b) (6)	
3. PROGRAM MGR.:	(b) (4), (b) (6) 11/20/2013	(b) (4), (b) (6)	
4. TASK REQUESTER:	KEITH SHACKELFORD (b) (6)	(b) (6)	(b) (6)
5. DIVISION LEVEL:	(b) (6) (b) (6)	(b) (6)	(b) (6)
6. COTR:	KIRSTEN NAGEL (b) (6)		
7. CO:	(b) (6) (b) (6) 1/10/2014	(b) (6)	(b) (6)

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<b>PRICING</b> Cost Plus Fixed Price		<b>FUNDING LEVEL</b> CHARGE POINT LEVEL		
<p><b>TASK DESCRIPTION - STATEMENT OF WORK REQUIREMENTS</b></p> <p>This task is to provide support for the project management office. Generally, upon request from the Task Requester, the task will provide a project managers to execute project management, planning, and scheduling support for Code I projects. The A project managers will work with the Civil Servant in-charge of the project in identifying, detailing, and documenting project requirements, and coordinate technical requirements with the technical teams. The A project managers will provide project facilitation for projects managed by a Civil Servant. The A project managers will be responsible for developing project plans that will establish an overarching implementation strategy and management framework. The task will create project documents to be based on the format and content specifications contained in the NASA Procedural Requirements (NPR) 7120.7. Major elements of the project plan will include project objectives, implementation strategy, management structure and authority, roles and responsibilities, high level resource and schedule projections, and management control processes. During the schedule development, the task will work with the project team in defining a detailed WBS sub-task structure, identifying personnel responsible for each WBS element, and identifying schedule activities, durations, and required interdependencies. The task will work with the Task Requester and Civil Servant functional lead to establish key milestones to facilitate analysis and reporting back to the stakeholders. The task will provide a schedule that has a critical path and key milestones identified. The task will perform risk management to identify and mitigate the risks specific to each project. The project managers will escalate issues and risks as appropriate and convey concerns to PMO and functional lead as appropriate. The project managers will provide timely, accurate status of the project to the PMO as required. The task will ensure that all project managers attend required PMO trainings and comply with PMO tools. The following list the type of support needed..</p> <p>Provide for the following:</p> <p>PD#1 Approved Code I projects on the PMO dashboard are managed and documented following proper framework (Lite, Medium or Full NPR (7120.7) and within budget; data to be maintained in EPMs and displayed Project Performance Report.</p> <p>PD#2 Approved Code I projects on the PMO dashboard are adhering to best project management practices as defined on PMO's EPMs shared document; data to be maintained in EPMs and displayed Project Performance Report.</p> <p>PD#3 Approved Code I projects on the PMO dashboard meet customer satisfaction based on feedback, meeting functional manager's expectations and successfully coordinating the resolution of project problems and issues. Data to be maintained in EPMs and displayed Project Performance Report.</p> <p>PD#4 Approved Code I projects on the PMO dashboard meet project management deadlines, providing quality and complete products. Data to be maintained in EPMs and displayed Project Performance Report.</p> <p>PD#5 Monthly reports are submitted and Balanced scorecard elements posted on time and contain accurate data as per the calendar on PMO site. Data to be maintained in EPMs and displayed Project Performance Report.</p> <p>PD#6 Project Schedules for approved Code I projects are updated at least monthly and baselines are adhered to following KDP-C. Data to be maintained in EPMs and displayed Project Performance Report.</p> <p>PD#7 Approved Code I projects on the PMO dashboard have a complete project plan in place as per NPR 7120.7 lite, medium or full framework within two months of project approval to start.</p> <p>PD#8 Project Prioritization is posted on PMO Dashboard for all Code I projects within 1 business day of receipt of information from the ITPMB.</p> <p>PD#9 Project portfolio lifecycle reports are updated monthly on the PMO Dashboard.</p> <p>PD#10 Provide weekly reports to PMO task manager via Sharepoint and email.</p>				

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#### SPECIFIC DELIVERABLES AND DELIVERABLE DATES

No.	Type of Deliverable	Description of Deliverable	Date Required
1	Schedule	Weekly PMO status reports(by every Friday COB)	
2	Schedule	Update Project Prioritization (24 hours after each ITMB)	
3	Performance	Approved Code I projects have a complete project plan as per 7120.7	
4	Schedule	Ensure monthly report cards and balance scorecard elements are submitted(every month)	
5	Performance	Ensure monthly report cards and balance scorecard elements are accurate	
6	Schedule	Ensure Code I projects meet project deadlines	
7	Performance	Ensure Code I project products are complete and accurate based on 7120.7 framework	
8	Performance	Approved Code I projects on the PMO dashboard meet customer satisfaction based on <span style="background-color: black; color: white; padding: 0 2px;">+</span>	
9	Performance	Provide metrics for projects based on 7120.7 framework	
10	Performance	Provide for PMO dashboard	
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22			

#### TRAVEL, TRAINING AND MATERIALS REQUIREMENTS

No.	Type of Requirement	Description	Date Required
1	Training	No training required	
2	Travel	No travel required	
3	Material	No material required	
4			
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11			
12			

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## WORK BREAKDOWN STRUCTURE (WBS) CHARGE POINTS

[illegible]

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#### IT SECURITY REQUIREMENTS

Consistent with NPG 2810.1, the specific IT Security requirements to be delegated to the contractor, under this ACITS3 task are as follows:  
*(Please address the following topics/questions, if applicable, concerning the intended task).*

a. This Task's activities have not been identified as being covered under an organizational IT Security Plan. This Task does not support applications that have been designated as a "Special Management Attention" applications. If "Special Management Attention" applications do exist please describe:

b. Periodic reviews of IT Security measures are necessary. What is the role of the ACITS3 contractor under this ACITS3 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?  
 Please describe as appropriate:  
 None.

c. Typically, the Task will not be involved with activities that require compliance with NASA's NPG 2810.1 and Ames' APG 2410.1 that define the requirements for reuse, reassignment or accessing of IT assets and/or their release for repair; if such an activity does occur, the Task Requester will be contacted to identify the civil servant who will have oversight and approval for reuse, reassignment or accessing of IT assets and/or their release for repair associated with this task.

d. The Task personnel are trained in NASA's and Ames' policies and procedures relating to IT Security and will participate in the required annually IT security training to maintain proficiency. There are no specialized security training requirements associated with this task.  
 If appropriate, specialized training requirements are described as follows:

e. Is a security clearance needed for any personnel on this task? If so, what level of clearance is required?  
 None

f. There are no other IT Security requirements associated with this ACITS3 Task.  
 If appropriate they are described as follows:

g. There are no specific IT Security Deliverables associated with this ACITS3 Task.  
 If appropriate they are as follows:

- ☐ IT Risk Assessment
- ☐ IT Security Plan
- ☐ IT Contingency Plan
- ☐ IT Security Vulnerability Test Results
- ☐ Results of periodic IT Security Reviews
- ☐ Other documentation as follows: Report of status of IT Security Plan, Contingency Plan, and Risk Assessment of critical services provided by Code I

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

System Owner (Responsible for the applicable IT Security Plan)	
Name: <u>Keith Shackelford</u>	Phone: <u>(b) (6)</u>
Organization's Computer Security Official	
Name: <u>Matt Linton</u>	Phone: <u>(b) (6)</u>
Alternate System Owner	
Name: _____	Phone: _____