

ACITS3 TASK ORDER FORM

PART I - TASK ORDER INFORMATION - CIVIL SERVANT

Contract No.: NNA13AB88C		Contract Title: Ames Consolidated Information Technology Services (ACITS3) Contract		
Task Title: Code I Special Projects			Start Date: October 1, 2014	End Date: September 30, 2015
Task Order No. I21	Task Mod No. M0	Service Request No.	Customer Code Code I	SOW Reference C3.1.1.1, C3.1.2, C3.1.3
TASK REQUESTER EMAIL: (b) (6)		NAME: Grace De Leon		PHONE: (b) (6)
FINANCIAL MANAGER EMAIL: (b) (6)		NAME: Rafael Medina		PHONE: (b) (6)
COMPUTER SECURITY OFFICER EMAIL: Alex Eiser		NAME: (b) (6)		PHONE: (b) (6)
TASK PREVIOUSLY COVERED BY ANOTHER CONTRACT OTHER THAN PREDECESSOR TO INCUMBENT? (If YES, provide in SOW) NO				
DOES THE TASK REQUIRE ACCESS TO GOVERNMENT DATABASES? (If YES, indicate in SOW) NO				

SECTION 508, ELECTRONIC AND INFORMATION TECHNOLOGY ACCESSIBILITY COMPLIANCE (EITAC)

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.

GOVERNMENT FURNISHED EQUIPMENT (GFE)

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.

AFFIRMATIVE PROCUREMENT (See <http://www.epa.gov/cpg/products.htm>)

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.

TASK DESCRIPTION - STATEMENT OF WORK - REQUIREMENTS

Please enter this information on pages 2, 3, and 4.

COTR SIGNATURE: KIRSTEN NAGEL
Digitally signed by KIRSTEN NAGEL
 DN: c=US, o=U.S. Government, ou=NASA, ou=People, ou=KIRSTEN NAGEL, o=D262, P=D26200100 1.1-nagel
 Date: 2018.08.14 16:29:40 -0700

CO SIGNATURE: ANJENNETTE CONTRERAS-RODRIGUEZ
Digitally signed by ANJENNETTE CONTRERAS-RODRIGUEZ
 DN: c=US, o=U.S. Government, ou=NASA, ou=AFV, ou=D242, P=D24200100 1.1-contras, ou=ANJENNETTE CONTRERAS-RODRIGUEZ
 Date: 2018.08.14 12:33:42 -0700

PART 2 - TASK ORDER PLAN PROPOSAL - CONTRACTOR

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

PART 3 - APPROVAL SUMMARY - BOTH

APPROVED BY	SIGNATURE AND DATE		EMAIL ADDRESS	PHONE
1. TECH AREA MGR.:	(b) (4), (b) (6)	09/04/2014	(b) (4), (b) (6)	(b) (4), (b) (6)
2. BUSINESS MGR.:		09/04/2014		
3. PROGRAM MGR.:		09/04/2014		
4. TASK REQUESTER:	GRACE DE LEON <small>Digitally signed by GRACE DE LEON DN: cn=GRACE DE LEON, o=USDA, ou=Forest Sciences, email=grace.deleon@aphis.usda.gov</small>	09/12/2014	(b) (6)	(b) (6)
5. DIVISION LEVEL:	GRACE DE LEON <small>Digitally signed by GRACE DE LEON DN: cn=GRACE DE LEON, o=USDA, ou=Forest Sciences, email=grace.deleon@aphis.usda.gov</small>	09/12/2014		
6. COTR:	KIRSTEN NAGEL <small>Digitally signed by KIRSTEN NAGEL DN: cn=KIRSTEN NAGEL, o=USDA, ou=Forest Sciences, email=kirsten.nagel@aphis.usda.gov</small>	09/22/2014		
7. CO:	ANJENETTE CONTRERAS-RODRIGUEZ <small>Digitally signed by ANJENETTE CONTRERAS-RODRIGUEZ DN: cn=ANJENETTE CONTRERAS-RODRIGUEZ, o=USDA, ou=Forest Sciences, email=anjette.contreras@aphis.usda.gov</small>	09/29/2014		

ACITS3 TASK ORDER FORM (Continued)

Contract No.: NNA13AB88C		Contract Title: Ames Consolidated Information Technology Services (ACITS3) Contract		
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Task Order No. I21	Task Mod No. M0	Service Request No.	Customer Code Code I	SOW Reference C3.1.1.1, C3.1.2, C3.1.3
PRICING Cost Plus Fixed Fee			FUNDING LEVEL CHARGE POINT LEVEL	
TASK DESCRIPTION - STATEMENT OF WORK REQUIREMENTS <p>The overall requirement of this task is to support Code I special projects and special operational areas. The task will provide support in nearly all aspects of these projects as required by the various projects.</p> <p>That support may consist of:</p> <ul style="list-style-type: none"> • Project Management • System Development • System Engineering • System Administration • End-user support • Outreach • Strategic Partnership development support • Technical writing <p>External Interface (002)</p> <div style="background-color: black; height: 200px; width: 100%; position: relative;"> <div style="position: absolute; top: 5px; right: 5px; border: 1px solid black; padding: 2px;">(b) (7)(E)</div> </div>				
<p>The EI Business Office shall:</p> <ul style="list-style-type: none"> -Provide the Task Requester with input required for updating and revising all Reimbursable Space Act Agreements (RSAA) and Non Reimbursable Arc Agreements (RSAA) and Non Reimbursable Space Act Agreements (NRSAA) and Memorandum of Understandings (MoU) between External Interface and participant networks. - Provide the functional interface between the AIX and the current and potential user community to insure both stable operation and future growth. -Provide the interface between the Ames user community and the external world for problem resolution by working through the NOC. -Notify the Task Requester of all customer and internal systems planned for de-activation immediately upon notification from customers, or as noted internally, to support on-going facility space allocation planning. -Facilitate the removal of all de-activated customer equipment from the facility not-to-exceed 30 days from service deactivation, or expiration of a Space Act Agreement. -Provide support and consultation to the Ames NISN Center Representative for all WAN activities. -Participate in technical forums and meetings in support of AIX business such as NICS F2F and working group meetings, North American Network Operators Group (NANOG) and DREN. -Obtain CENIC Membership -Provide ability to buy additional waves on the CENIC network at attractive prices -Provide ability to purchase use of CENIC's commodity ISP services. <div style="background-color: black; height: 40px; width: 100%; position: relative;"> <div style="position: absolute; top: 5px; right: 5px; border: 1px solid black; padding: 2px;">(b) (7)(E)</div> </div> <p>-Obtain Pacific Wave Membership:</p>				

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Exterior Electronic Messaging Displays (005)

In accordance with customer requirements, provide project management, technical evaluation, product selectivity, product and all supporting resources acquisitions, installation, test and evaluation and follow up maintenance agreements for an external electronic messaging display to be installed at a to-be-determined (TBD) location on-base. Requested support also requires coordination efforts for all project work that must be performed by external IT contracts and organizations (e.g., NASA Integrated Services Contract (NICS), Agency Consolidated End-user Services (ACES) contract, Center Facilities Engineering (Code JC)). Optional project requirements may include 1) relocation and re-installation of the existing Ames exterior electronic message board from the Ames Main Gate location to a TBD on-base location, or 2) technical evaluation, product selectivity, product and all supporting resources acquisitions, installation, test and evaluation and follow up maintenance agreements for a second external electronic messaging display to be installed at a second TBD location on-base.

IT Infrastructure Project (006)

Scope: The scope of this task includes activities necessary for Code I to deliver quality IT infrastructure services to Ames Research Center.

Objectives: Provide project management, coordination, systems engineering and technical contribution/oversight to a variety of IT infrastructure initiatives spanning computational and telecommunications systems, applications, IT facilities and associated systems, infrastructure lifecycle management, and applied IT security. Develop project plans, schedules and technical papers. Prepare and deliver project reviews. Coordinate, communicate and collaborate with customers, researchers, vendors and external entities to ensure a high quality level in all activities. The project management and systems engineering activities assigned to this task are:

1. Proposing and engineering CoF and recapitalization projects to maintain and enhance the facilities used by Code I to provide critical IT services to the Center.
2. Provide engineering, technical reviews, planning and project management relative to the planned (b) (7)(E) restore Electrical Reliability Project.
3. Develop and maintain a Facilities Manual containing all relevant information about Code I's facilities including (b) (7)(E)
4. Fire Alarm Control System: Provide technical requirements, engineering oversight and project management for replacement of N254/N254A Fire Alarm Control System.
5. IT Facilities Planning: Prepare requirements and plans for renovation and modification of the ARC's IT infrastructure facilities to meet current and future IT service requirements. This includes conducting analysis and capacity planning efforts, and the definition of facility requirements and project scope for the initiation of Construction of Facilities projects to accomplish the needed improvements.
6. Ames CIO Support: Provide support for the Ames CIO in the conduct of technical analyses, conduct of IT project reviews, and preparation of technical documents associated with new IT initiatives and policies, as required.

SSCIF Conversion and Accreditation (007):

This Statement of Work defines the requirement to provide project management in support of the assessment, design, conversion, and accreditation of the Sensitive Compartmented Information Facility (SCIF).

This task was broken up into two segments. Segment 1: SCIF Assessment and Design requirements were part of the FY14 I11 task order and Segment 2: SCIF Conversion and Accreditation is part of this FY15 task order, charge point 007.

Segment 2: SCIF Conversion and Accreditation:

The Project Manager will oversee and coordinate the conversion activities of the SCIF with other contractors and NASA civil servants. The contractor will serve as the project manager and is responsible for maintaining the project scope, schedule and cost according to the project plan and ensure that the SCIF meets the requirements defined in ICD 705. The project manager will oversee and ensure that the SCIF receives the appropriate accreditation certification once the conversion has been completed.

Deliverables:

1. Final Conversion Documents
2. SCIF Accreditation Certification Certificate

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SPECIFIC DELIVERABLES AND DELIVERABLE DATES

No.	Type of Deliverable	Description of Deliverable	Date Required	Row Controls
1	Performance	External Interface - Ensures all outages are responded to and resolved in a timely manner to minimize outages		
2	Performance	External Interface - Support the TIC Project DHS FY14 CCVAssessment Planning Briefing		
3	Performance	External Interface - Provide input for TIC project documents as needed		
4	Performance	External Interface - Provide input for TIC POAMs as needed		
5	Performance	External Interface - Coordinate with NICS to implement AIX network changes as needed to meet TIC requirements		
6	Performance	CENIC will participate in status meetings quarterly to discuss networking upgrades		
7	Performance	CENIC will provide NASA with updated network drawings annually.		
8	Performance	SCIF: Final Conversion Documents	TBD	
9	Performance	SCIF: Accreditation Certification Certificate	TBD	
10				
11				
12				
13				
14				
15				
16				

TRAVEL, TRAINING AND MATERIALS REQUIREMENTS

No.	Type of Requirement	Description	Date Required	Row Controls
1	Travel	Trips for External Interface in support of Communications Services and AIX (2)		
2	Training	ITIL Masters Training	TBD	
3	Training	PMP Training	TBD	
4	Material	In accordance with sub task 007, exterior electronic display system(s), and all supporting H/W-S/W.		
5	Travel	In accordance with sub task 007, if available, training on the installation, operation and/or maintenance of selected electronic video display system(s) acquired for project implementation, installation and operation.		
6	Training	In accordance with sub task 007, if available, training on the installation, operation and/or maintenance of selected electronic video display system(s) acquired for project implementation, installation and operation.		

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ACITS3 TASK ORDER FORM (Continued)

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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 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:

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?
Yes, Top Secret required for External Interface primary support.

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: Milt Checchi

Phone: (b) (6)

Organization's Computer Security Official

Name: Alex Eiser

Phone:

Alternate System Owner

Name: William Notley

Phone:

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Note Creator		Note Title		Date Created
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