

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: Project Management Office			Start Date: November 1, 2013	End Date: September 30, 2014
Task Order No. 001	Task Mod No. Original	Service Request No.	Customer Code Code ID	SOW Reference C.3.2
TASK REQUESTER EMAIL: (b) (6)		NAME: Kirsten Nagel		PHONE: (b) (6)
FINANCIAL MANAGER EMAIL: (b) (6)		NAME: Rosatina Chan		PHONE: (b) (6)
COMPUTER SECURITY OFFICER EMAIL: (b) (6)		NAME: Matt Linton		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) YES

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: cn=K. Nagel, o=NASA, ou=People, email=kirsten.nagel@nasa.gov, c=US
Date: 2013.10.30 16:22:27 -0700

CO SIGNATURE: ANJENNETTE CONTRERAS-RODRIGUEZ

Digitally signed by ANJENNETTE CONTRERAS-RODRIGUEZ
DN: cn=Annette Contreras-Rodriguez, o=NASA, ou=People, email=anette.contreras@nasa.gov, c=US
Date: 2013.10.30 11:26:50 -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)			
2. BUSINESS MGR.:				
3. PROGRAM MGR.:				
4. TASK REQUESTER:				
5. DIVISION LEVEL:	GRACE DE LEON	11/26/2013	(b) (6)	(b) (6)
6. COTR:	KIRSTEN NAGEL	11/26/2013	(b) (6)	(b) (6)
7. CO:	ANJENNETTE CONTRERAS-RODRIGUEZ	12/16/2013	(b) (6)	(b) (6)

ACITS3 TASK ORDER FORM (Continued)

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PRICING Cost Plus Fixed Fee		FUNDING LEVEL TASK LEVEL		
<p>TASK DESCRIPTION - STATEMENT OF WORK REQUIREMENTS</p> <p>This task provides the necessary on-going operations support services for the planning, management, and administration of the necessary actions and activities required for the ACITS2 Project Management Office (PMO). The Task encompasses the Project Management Office's activities for the first year of the ACITS3 contract. The Performance and Schedule deliverables assigned are reflective of the major contract deliverables that are directly associated with PMO.</p> <p>The task will maintain and update standard operating procedures to govern and meet all of the requirements for planning, managing, reporting, controlling and delivering of products and support services under the delivery order. Quality and timeliness of deliverables coupled with a concentrated focus on Cost Management is critical and a major focus of the PMO oversight functions.</p> <p>The costs associated with this task are allocated across all subtasks.</p> <p>This task will also provide administrative, financial, and customer service support to Ames Consolidated Information Technology Services 3 (ACITS3) Contract. The scope of the activities includes data entry and analysis support for the financial tracking and financial reporting of the ACITS3 contract. Duties will include responsibility for the day-to-day service evaluation of current business model and proposing new business models, defining and implementing policies and procedures. It also includes the requirement to generate the monthly financial reports and provide notification and access to the Task Requesters and Financial Managers. The tracking and reporting will include contract labor hours, labor costs, ODC costs, and task funding as it relates to the ACITS3 contract. The support includes:</p> <p>A. Monitor and maintain financial and administrative status for all Task Order Documents (TODs)</p> <p>B. Review and track the TODs to ensure appropriate approvals of management and oversight officials has been obtained. Enter the relevant data from the TOD into ACITS3 Financial Management System after the TOD is approved.</p> <p>C. Track, control, process and manage Task documentation in ACITS3 Task tracking spreadsheet and maintain hardcopy of signed and approved TODs for the duration of the contract.</p> <p>D. Track, control, process and manage Service Request's (SR's) financials electronically and hard copy.</p> <p>E. Review the SRs and enter data in Solomon "Serv A" and Ames SAP financial system via the live PR.</p> <p>F. Load the Contract's cost data from the 533M into Solomon "Serv A" and Ames SAP financial system Contractor Cost Report (CCR) extension after COTR approval.</p> <p>G. Download Month-End Task and Subtask Financial Report in PDF format.</p> <p>H. Notify current Task Requesters' of negative balances. Follow escalation process for those Task Requesters' who fail to fund their task after the initial notification.</p> <p>I. Reconcile entries/data between the ACITS2 Financial Management System and SAP each month and at the year end.</p> <p>J. Review and analyze the ARC SAP/CCR reconciliation discrepancy report and provide data in an Excel spreadsheet, which entails the download of 533 data (run monthly accruals) in Solomon after COTR approval. Assess the validity of the accruals with the Serv Manager and run and distribute the monthly reports with COTR approval.</p> <p>K. Respond to requests from the ACITS3 COTR(s) for statistics and /or reports regarding the status of documentation.</p> <p>L. Respond to requests from the ACITS3 COTR(s) for statistics and /or reports regarding the status of financial data.</p> <p>M. Respond to customer inquiries regarding but not limited to the status of their task order and funding level.</p> <p>N. Within one day of receipt of the SR, the staff will enter the SR's data, which includes the Task number and SR's financial data, in ACITS3 Financial Management System. Next the SR information is to be placed into the live SAP PR where the funds are committed. The SR requester is to be contacted immediately if there are issues to be resolved.</p> <p>Hours of operations for the Contract Financial Data Management Office of this task will be 7:30 AM to 4:30 PM, Monday through Friday, excluding Federal Holidays.</p>				

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SPECIFIC DELIVERABLES AND DELIVERABLE DATES

No.	Type of Deliverable	Description of Deliverable	Date Required
1	Performance	Participate in Weekly Contract Meetings	
2	Performance	Insure IT Security Training Compliance (>95% at any time)	
3	Performance	Perform ACITS2 reconciliation between the ACITS2 Financial Management System, SAP, +	
4	Performance		
5	Performance		
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TRAVEL, TRAINING AND MATERIALS REQUIREMENTS

No.	Type of Requirement	Description	Date Required
1	Material	Office Supplies for PMO staff - as needed	
2	Material	PMO equipment (only if current equipment fails) - as needed	
3	Material	Burton IT Subscription Renewal	
4	Travel	PMO Travel as required	
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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?

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: Bill Notley

Phone: (b) (6)

Organization's Computer Security Official

Name: Matt Linton

Phone: (b) (6)

Alternate System Owner

Name: _____

Phone: _____