

ACITS-3 FORM

PART 1 - TASK ORDER INFORMATION

Contract No: NNA13AB88C		Contract Title: ACITS 3 NASA AMES		
Date: 8/25/2016		Task Title: NASA HQ OCE Support		
Task Order No.: 904	Task Mod No.: Original	Service Request No.:	Customer Code: NASA/Ames Research Center	SOW Reference:
Order Type: Cost Plus Fixed Fee		Funding Level: Task Level Funding		
Task Requester Email: (b) (6)		Name: Roger Forsgren		Phone: (b) (6)
Financial Manager Email:		Name:		Phone:
Computer Security Officer Email:		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: Kirsten Nagel (9/20/2016)			CO SIGNATURE: Anjennette Contreras-Rodriguez (9/20/2016)	

ACITS-3 FORM (Continued)

PART 2 - TASK ORDER PLAN PROPOSAL				
Contract No: NNA13AB88C		Contract Title: ACITS 3 NASA AMES		
Date: 8/25/2016		Task Title: NASA HQ OCE Support		
Task Order No.: 904	Task Mod No.: Original	Service Request No.:	Customer Code: NASA/Ames Research Center	SOW Reference:
Order Type: Cost Plus Fixed Fee		Funding Level: Task Level Funding		
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: 8/25/2016		Task Title: NASA HQ OCE Support		
Task Order No.: 904	Task Mod No.: Original	Service Request No.:	Customer Code: NASA/Ames Research Center	SOW Reference:
Order Type: Cost Plus Fixed Fee		Funding Level: Task Level Funding		
Approved By	Name	Date	Email	Phone
1. COTR Forsgren	Kirsten Nagel	9/20/2016	(b) (6)	(b) (6)
2. CO Forsgren	Anjennette Contreras-Rodriguez	9/20/2016	(b) (6)	(b) (6)

ACITS-3 FORM (Continued)

Contract No: NNA13AB88C		Contract Title: ACITS 3 NASA AMES		
Date: 8/25/2016		Task Title: NASA HQ OCE Support		
Task Order No.: 904	Task Mod No.: Original	Service Request No.:	Customer Code: NASA/Ames Research Center	SOW Reference:
Order Type: Cost Plus Fixed Fee		Funding Level: Task Level Funding		

Statement of Work - Requirements, part 1:

The OCE is NASA's primary focus for ensuring that the Agency's technical and program/project management practices are consistent and based on sound engineering knowledge, recognized management principles, and good judgment. This role requires IT SME expertise for the core infrastructure services including information security using industry best practices. This role also requires up-to-date policy documents, among them NPR 7120.7 (NASA Information Technology and Institutional Infrastructure Program and Project Management Requirements) as well as engineering standards that are created or adopted from sources appropriate to the topic and maintained in a manner that assures they are current and relevant to the demanding areas for which the OCE is responsible for.

The contractor will provide technical expertise in the management of IT programs and projects as well as implement best practices into policy for the following projects/programs support.

001 - Program Policy Technical and Documentation Support

Provide technical and editorial support directly to the OCE to develop, rewrite and update a series of Agency policy documents for information technology, systems engineering, program and project management, and technical standards that include NPR 7120.7, 7123.1, 7120.5, 7120.8, NPD 7120.4, and other supplemental documents as needed. This work will also include support for the development of associated handbooks.

Remove 002 from task order:

Remove the scope that pertains to Charge point 002 from task order - NASA CIO- Web Services Support.

Remove charge point 002 - Charge point line is remaining in table to maintain the continuity of numbers.

Remove Deliverable 002 - Analysis of monthly Utilization reports (estimate up to 20 a month) - the deliverable line remains in the table to maintain the continuity of numbers.

003 - Technical Excellence Support

The contractor shall provide technical support to NASA's OCE and shall serve as a consultant to assist NASA management to set policy, implement changes, and assess progress with respect to applying the principles of Technical Authority and institutionalize excellence in NASA policies, procedures, and practices. Provide assistance in further developing processes and associated training material, in implementation and oversight of policies and processes, and participate in the development and implementation of requirements, such as the NPRs outlined in Subtask 001.

004 - Systems Engineering Support

The contractor will be required to use the latest IT technical editing and graphic applications to update sections of the NASA Systems Engineering Handbook. The contractor will

ACITS-3 FORM (Continued)

Contract No: NNA13AB88C		Contract Title: ACITS 3 NASA AMES		
Date: 8/25/2016		Task Title: NASA HQ OCE Support		
Task Order No.: 904	Task Mod No.: Original	Service Request No.:	Customer Code: NASA/Ames Research Center	SOW Reference:
Order Type: Cost Plus Fixed Fee		Funding Level: Task Level Funding		

ensure that the latest IT Governance and policy is included in the NASA Systems Engineering Handbook/course video.

005 - Baseline Performance Review Support

The contractor will assist the OCE in the development and implementation of the Baseline Performance Review (BPR) process for NASA. The contractor shall also assist in performing special independent assessment identified by NASA senior management. The contractor will assist the OCE in developing processes and procedures and delivery of all required documents to support monthly meetings and BPR deliverables. The contractor will be required to perform using the latest technical editing, graphic, and IT systems (video, etc.).

006 CHMO and HMTA Support

The contractor will provide technical and program management support to the NASA OCHMO. The contractor will develop methodology and on-line training tools to ensure HMTA is implemented and maintained at the Centers Center training, APPL, SATERN, SMA courses. The contractor shall assist the OCHMO in implement an infrastructure independent of program cost and schedule pressures for technical decision-making. The contractor will assist the OCHMO with development and implementation of an on-line survey; these surveys will be coordinated and implemented with the OSMA and the OCE as part of the compliance verification program using existing infrastructure.

007 - Space Technology Support

Provide SME support to the Space Technology Mission Directorate (STMD) for the NASA Innovative Advanced Concepts (NIAC) Program. SME must have strong technical and hardware or software knowledge, experience with advanced concepts, and experience with hardware and software technology development. Contractor will review and provide feedback on NASA Research Announcements (NRAs) and will work across NASA Mission Directorates and the OCE, as well as other agencies and external organizations, to identify key technology needs and opportunities for further development or insertion of successful NIAC concepts, and will chair the NIAC External Council (NEC).

Provide a NASA Innovative Advanced Concepts (NIAC) Program Analyst to be located at Goddard Space Flight Center, but be badged under Headquarters. The Analyst will primarily provide analytical support and technical support for the program.

Responsibilities:

- Project support, including tracking and responding to various action items, document preparation and review.
- Provide technical editing, and generating graphs for program metrics preparation.
- Maintain and update process backlog documents for STI/DAA(backlog - 100 documents for STI/DAA - 20 docs per year thereafter); ensuring that these documents are cleared for 508 compliance. Keep databases current.
- Interface with STMD Comm to assist in website updates.

Desired Experience:

- Experience with updating websites

ACITS-3 FORM (Continued)

Contract No: NNA13AB88C		Contract Title: ACITS 3 NASA AMES		
Date: 8/25/2016		Task Title: NASA HQ OCE Support		
Task Order No.: 904	Task Mod No.: Original	Service Request No.:	Customer Code: NASA/Ames Research Center	SOW Reference:
Order Type: Cost Plus Fixed Fee		Funding Level: Task Level Funding		

- Possess a technical background in engineering
- Familiar with graphics design and editing

Statement of Work - Requirements, part 2:

008 - Project Planning

Provide technical support to the OCE to assist OCE management in establishing policies, developing plans, implementing changes, developing communications, and tracking, assessing, and managing Project implementation and progress. Support includes TechPort development activities as well as the coordination of the Chief Technologist MINX site.

009 - Office of Strategic Infrastructure (OSI) Support

Provide technical support to the Office of Strategic Infrastructure (OSI) to include manage and execute the review, approval, and implementation processes. The contractor will be required to provide support using the latest technical editing and graphic applications and IT tools.

010 - NASA Intercenter Aircraft Operations Panel (IAOP) Support

The Contractor shall support the NASA Aircraft Management Division (AMD) IAOP Review operations and assist in the IAOP objective management evaluation of the procedures and practices that are being used at the operating Centers.

011 - NPR 7120 Survey Process

The contractor will assist the OCE in developing processes and procedures necessary to conduct both stand alone and joint compliance verification activities applicable to all NASA Centers, facilities, and operations. The contractor will assist OCE in process development, planning, and implementation of survey/assessments including the documentation of implementation gaps, areas of excellence and best practices and the development of reports and briefing presentations.

ACITS-3 FORM (Continued)

Contract No: NNA13AB88C		Contract Title: ACITS 3 NASA AMES		
Date: 8/25/2016		Task Title: NASA HQ OCE Support		
Task Order No.: 904	Task Mod No.: Original	Service Request No.:	Customer Code: NASA/Ames Research Center	SOW Reference:
Order Type: Cost Plus Fixed Fee		Funding Level: Task Level Funding		
Specific Deliverables and Deliverable Dates				
No.	Type of Deliverable	Description of Deliverable		Date Required
1.	Performance	001- Support and facilitation of monthly OCE Program Project Management Board (PPMB) meeting		
2.	Performance	001 - Delivery of Program Planning & Control (PPC) Handbook in format specified by customer		
3.	Performance	Delete - 002 Analysis of monthly Utilization reports (estimate up to 20 a month)		
4.	Performance	002 Support and facilitation of technical status meetings and weekly issue tracking meetings with OCIO Web Services and WESTPrime		
5.	Performance	PD 003 Conduct of a special study and focused evaluation specified by the customer		
6.	Performance	004 Delivery of updated sections of the NASA Systems Engineering Handbook specified by the customer		
7.	Performance	005 - Support and facilitation of Agency monthly BPR		
8.	Performance	005 Support and facilitation of monthly Space Asset Protection Program (SAPP) Working Group Reviews.		
9.	Performance	006- Review of NODIS directives and standards for health and medical and Program/Project management impact on HMTA		
10.	Performance	006- Support of HMTA portion of the OCE Surveys as scheduled		
11.	Performance	007- Review of NASA Research Announcements (NRAs) soliciting proposals for NASA Innovative Advanced Concepts (NIAC) Program		
12.	Performance	007 - Chair the monthly NASA Innovative Advanced Concepts (NIAC) External Council (NEC).		
13.	Performance	008 Support and facilitation of the OCE Engineering Management Board (EMB) monthly meetings and coordinate Video Teleconference System (ViTS) and WebEx support		
14.	Performance	008- Support and facilitation of the Office of Chief Technologist (OCT) Critical Technology Working Group Weekly Teleconferences		
15.	Performance	009- Support the integration of comments against multiple NPR s from the NASA Online Directives Information System (NODIS) review team		
16.	Performance	010 - Support Intercenter Aircraft Operations Panel (IAOP) Reviews		
17.	Performance	010- Provide technical support for the Safety Management System (SMS) review		

ACITS-3 FORM (Continued)

Contract No: NNA13AB88C		Contract Title: ACITS 3 NASA AMES		
Date: 8/25/2016		Task Title: NASA HQ OCE Support		
Task Order No.: 904	Task Mod No.: Original	Service Request No.:	Customer Code: NASA/Ames Research Center	SOW Reference:
Order Type: Cost Plus Fixed Fee		Funding Level: Task Level Funding		
Charge Points				
Charge Number	Description			
001	Program Policy Technical and Documentation Support			
002	Remove chargepoint 002 - NASA CIO- Web Services Support			
003	Technical Excellence Support			
004	Systems Engineering Support			
005	Baseline Performance Review Support			
006	OCHMO HMTA Support			
007	Space Technology Support			
008	Project Planning			
009	Office of Strategic Infrastructure (OSI) Policy Documentation Development			
010	NASA Intercenter Aircraft Operations Panel (IAOP) Support			
011	NPR 7120 Survey Process			

ACITS-3 FORM (Continued)

Contract No: NNA13AB88C	Contract Title: ACITS 3 NASA AMES			
Date: 8/25/2016	Task Title: NASA HQ OCE Support			
Task Order No.: 904	Task Mod No.: Original	Service Request No.:	Customer Code: NASA/Ames Research Center	SOW Reference:
Order Type: Cost Plus Fixed Fee		Funding Level: Task Level Funding		

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?: YES

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? YES

If yes, what level of clearance is required?:

Top Secret

- e. IT Security Deliverables associated with this task:

- IT Risk Assessment: NO
- IT Security Plan: NO
- IT Contingency Plan: NO
- IT Security Vulnerability Test Results: NO
- Results of Periodic IT Security Reviews: NO
- Other Documentation as Follows: Report of Status of IT Security Plan, Contingency Plan, and Risk Assessment of Critical Services: NO
- Other Documentation:

ACITS-3 FORM (Continued)

Contract No: NNA13AB88C	Contract Title: ACITS 3 NASA AMES			
Date: 8/25/2016	Task Title: NASA HQ OCE Support			
Task Order No.: 904	Task Mod No.: Original	Service Request No.:	Customer Code: NASA/Ames Research Center	SOW Reference:
Order Type: Cost Plus Fixed Fee		Funding Level: Task Level Funding		

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?

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)		
Organization's Computer Security Official		
Alternate System Owner		