

# ACITS-3 FORM

## PART I – TASK ORDER INFORMATION

<b>Contract No:</b> NNA13AB88C		<b>Contract Title:</b> ACITS 3 NASA AMES		
<b>Date:</b> 8/11/2015		<b>Task Title:</b> Program Management Office for the ACITS3 Contract		
<b>Task Order No.:</b> 002	<b>Task Mod No.:</b> Original	<b>Service Request No.:</b>	<b>Customer Code:</b> NASA/Ames	<b>SOW Reference:</b> C.3.2
<b>Task Requester Email:</b> (b) (6)		<b>Name:</b> Kirsten Nagel		<b>Phone:</b> (b) (6)
<b>Financial Manager Email:</b> (b) (6)		<b>Name:</b> Rafael Medina		<b>Phone:</b> (b) (6)
<b>Computer Security Officer Email:</b> (b) (6)		<b>Name:</b> Alex Eiser		<b>Phone:</b> (b) (6)
		<b>Name:</b>		<b>Phone:</b>
		<b>Name:</b>		<b>Phone:</b>
		<b>Name:</b>		<b>Phone:</b>
<b>Task previously covered by another contract other than predecessor to incumbent? (If YES, provide in SOW)</b>				<b>YES</b>
<b>Does the task require access to government databases? (If YES, indicate in SOW)</b>				<b>YES</b>
<b>SECTION 508, ELECTRONIC AND INFORMATION TECHNOLOGY ACCESSIBILITY COMPLIANCE (EITAC)</b>				
<b>Does the task include EIT items? (Please review the EITAC documentation)</b>				<b>NO</b>
<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>				
<b>GOVERNMENT FURNISHED EQUIPMENT (GFE)</b>				
<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>				
<b>AFFIRMATIVE PROCUREMENT (See <a href="http://www.epa.gov/cpg/products.htm">http://www.epa.gov/cpg/products.htm</a>)</b>				
<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>				
<b>COTR SIGNATURE:</b>		<b>CO SIGNATURE:</b>		

### ACITS-3 FORM (Continued)

PART 2 - TASK ORDER PLAN PROPOSAL				
<b>Contract No:</b> NNA13AB88C	<b>Contract Title:</b> ACITS 3 NASA AMES			
<b>Date:</b> 8/11/2015	<b>Task Title:</b> Program Management Office for the ACITS3 Contract			
<b>Task Order No.:</b> 002	<b>Task Mod No.:</b> Original	<b>Service Request No.:</b>	<b>Customer Code:</b> NASA/Ames	<b>SOW Reference:</b> C.3.2
Categories	Current Request	Prior Cumulative Estimate Without Current Request (b) (4)	Total Cumulative Task Estimate	
Onsite Hours				
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				
<b>Contract No:</b> NNA13AB88C		<b>Contract Title:</b> ACITS 3 NASA AMES		
<b>Date:</b> 8/11/2015		<b>Task Title:</b> Program Management Office for the ACITS3 Contract		
<b>Task Order No.:</b> 002		<b>Task Mod No.:</b> 0	<b>Service Request No.:</b>	<b>Customer Code:</b> NASA/Ames
				<b>SOW Reference:</b> C.3.2
<b>Approved By</b>	<b>Name</b>	<b>Date</b>	<b>Email</b>	<b>Phone</b>
1. COTR Nagel	Kirsten Nagel	9/30/2015	(b) (6)	(b) (6)
2. CO Nagel	Anjennette Contreras-Rodriguez	9/30/2015	(b) (6)	(b) (6)

## ACITS-3 FORM (Continued)

<b>Contract No:</b> NNA13AB88C		<b>Contract Title:</b> ACITS 3 NASA AMES		
<b>Date:</b> 8/11/2015		<b>Task Title:</b> Program Management Office for the ACITS3 Contract		
<b>Task Order No.:</b> 002	<b>Task Mod No.:</b> 0	<b>Service Request No.:</b>	<b>Customer Code:</b> NASA/Ames	<b>SOW Reference:</b> C.3.2
<b>#010101</b> Cost Plus			<b>Funding Level:</b> Task Level Funding	
<b>Task Background:</b>				

### ACITS-3 FORM (Continued)

<b>Contract No:</b> NNA13AB88C	<b>Contract Title:</b> ACITS 3 NASA AMES			
<b>Date:</b> 8/11/2015	<b>Task Title:</b> Program Management Office for the ACITS3 Contract			
<b>Task Order No.:</b> 002	<b>Task Mod No.:</b> 0	<b>Service Request No.:</b>	<b>Customer Code:</b> NASA/Ames	<b>SOW Reference:</b> C.3.2

**Task Order Description:**

The purpose of the Program Management Office task is to provide contract and task order administration. Contract administration consists of program management (prime and sub), business management, human resources, and procurement. Task order administration consists of task order management and tracking, entry of relevant data into the ACITS3 Solomon database, and monthly task order status and financial reporting.

**Specific Requirements:**

- Maintain and update standard operating procedures to govern all PMO and contract activities.
- Meet all requirements with regard to planning, managing, reporting, controlling, and delivering of products and support services for all task order deliverables and contract deliverables..
- Track and report administrative status of task orders
- Track, control, process and manage Task documentation in ACITS3 Task tracking spreadsheet.
- Maintain electronic versions of the task orders for the entire contract.
- Load relevant task order data into the ACTIS3 Solomon database
- Load the Contract's cost data from the 533M into the ACITS3 Solomon database
- Reconcile entries/data between the ACITS3 Solomon database and SAP each month and at the year end.
- Generate the monthly financial reports and provide notification and access to the Task Requesters and Financial Managers.
- Interface with customer and COTR with regard to task order and ACITS3 Solomon questions and issues.
- Meet weekly with the CO and the COTR to discuss contract status and issues.

### ACITS-3 FORM (Continued)

<b>Contract No:</b> NNA13AB88C		<b>Contract Title:</b> ACITS 3 NASA AMES		
<b>Date:</b> 8/11/2015		<b>Task Title:</b> Program Management Office for the ACITS3 Contract		
<b>Task Order No.:</b> 002	<b>Task Mod No.:</b> 0	<b>Service Request No.:</b>	<b>Customer Code:</b> NASA/Ames	<b>SOW Reference:</b> C.3.2
<b>Specific Deliverables and Deliverable Dates</b>				
No.	Type of Deliverable	Description of Deliverable	Date Required	
1.	Performance	Participate in Weekly Contract Meetings		
2.	Performance	Ensure IT Security Training Compliance (>95% at any time)		
3.	Performance	Perform ACITS3 reconciliation between the ACITS3 Financial Management System, SAP, and CCR using the following reports: 1) SAP and Solomon Discrepancy Report, 2) Perform ACITS3 reconciliation between the ACITS3 Financial Management System, SAP, and CCR usi		
4.	Performance	Provide weekly status of task orders		

### ACITS-3 FORM (Continued)

<b>Contract No:</b> NNA13AB88C		<b>Contract Title:</b> ACITS 3 NASA AMES		
<b>Date:</b> 8/11/2015		<b>Task Title:</b> Program Management Office for the ACITS3 Contract		
<b>Task Order No.:</b> 002	<b>Task Mod No.:</b> 0	<b>Service Request No.:</b>	<b>Customer Code:</b> NASA/Ames	<b>SOW Reference:</b> C.3.2
<b>Travel, Training, and Materials Requirements</b>				
<b>No.</b>	<b>Type of Requirement</b>	<b>Description</b>		<b>Date Required</b>
1.	Material	IT Materials		
2.	Material	PMO equipment (only if current equipment fails) - as needed		
3.	Travel	PMO Travel as required		

### ACITS-3 FORM (Continued)

<b>Contract No:</b> NNA13AB88C		<b>Contract Title:</b> ACITS 3 NASA AMES		
<b>Date:</b> 8/11/2015		<b>Task Title:</b> Program Management Office for the ACITS3 Contract		
<b>Task Order No.:</b> 002	<b>Task Mod No.:</b> 0	<b>Service Request No.:</b>	<b>Customer Code:</b> NASA/Ames	<b>SOW Reference:</b> C.3.2
<b>Work Breakdown Structure (WBS) Charge Points</b>				
<b>Charge Point</b>	<b>Title</b>			
001	PMO Operations			
002	Contract Financial Data Management			

## ACITS-3 FORM (Continued)

<b>Contract No:</b> NNA13AB88C	<b>Contract Title:</b> ACITS 3 NASA AMES			
<b>Date:</b> 8/11/2015	<b>Task Title:</b> Program Management Office for the ACITS3 Contract			
<b>Task Order No.:</b> 002	<b>Task Mod No.:</b> 0	<b>Service Request No.:</b>	<b>Customer Code:</b> NASA/Ames	<b>SOW Reference:</b> C.3.2

**IT Security Requirements:**

a. Are this task's activities covered under an organizational IT Security Plan?: NO

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: 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)

<b>Contract No:</b> NNA13AB88C	<b>Contract Title:</b> ACITS 3 NASA AMES			
<b>Date:</b> 8/11/2015	<b>Task Title:</b> Program Management Office for the ACITS3 Contract			
<b>Task Order No.:</b> 002	<b>Task Mod No.:</b> 0	<b>Service Request No.:</b>	<b>Customer Code:</b> NASA/Ames	<b>SOW Reference:</b> C.3.2

**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)	William Notley	(b) (6)
Organization's Computer Security Official	Alex Eiser	(b) (6)
Alternate System Owner		