

# ACITS-3 FORM

## PART I – TASK ORDER INFORMATION

<b>Contract No:</b> NNA13AB88C		<b>Contract Title:</b> ACITS 3 NASA AMES		
<b>Date:</b> 8/18/2015		<b>Task Title:</b> Code I PMO Operations		
<b>Task Order No.:</b> I28	<b>Task Mod No.:</b> Original	<b>Service Request No.:</b>	<b>Customer Code:</b> NASA/Ames	<b>SOW Reference:</b> C.3.1.1.1
<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> 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		
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<b>Task Order No.:</b> I28	<b>Task Mod No.:</b> Original	<b>Service Request No.:</b>	<b>Customer Code:</b> NASA/Ames	<b>SOW Reference:</b> C.3.1.1.1
Categories	Current Request	Prior Cumulative Estimate Without Current Request	Total Cumulative Task Estimate	
Onsite Hours	(b) (6)			
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		
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<b>Task Order No.:</b> I28		<b>Task Mod No.:</b> 0	<b>Service Request No.:</b>	<b>Customer Code:</b> NASA/Ames
				<b>SOW Reference:</b> C.3.1.1.1
<b>Approved By</b>	<b>Name</b>	<b>Date</b>	<b>Email</b>	<b>Phone</b>
1. COTR	Kirsten Nagel	9/11/2015	(b) (6)	(b) (6)
2. CO Shackelford	Anjennette Contreras-Rodriguez	9/11/2015		

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<b># of PEs:</b> Cost Plus Fixed Fee		<b>Funding Level:</b> Task Level Funding		
<b>Task Background:</b>				

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<b>Task Order Description:</b>  This task is to provide support for the project management office.				

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**General Scope of Work:**

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.

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<p><b>Government Furnished Property:</b></p> <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 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.</p>				

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<b>Specific Deliverables and Deliverable Dates</b>				
No.	Type of Deliverable	Description of Deliverable	Date Required	
2.	Performance	Ensure monthly report cards and balance scorecard elements are	Monthly	
3.	Performance	Ensure Code I project products are complete and accurate based on 7120.7 framework	Various	
6.	Performance	Provide metrics for projects based on 7120.7 framework	Various	
7.	Performance	Provide for PMO dashboard	Various	
8.	Schedule	Ensure Code I projects meet project deadlines	Various	
9.	Schedule	Ensure monthly report cards and balance scorecard elements are submitted(every month)	Monthly	
10.	Schedule	Update Project Prioritization (24 hours after each ITMB)	Various	
11.	Schedule	Weekly PMO status reports(by every Thursday COB)	Weekly	
12.	Performance	Approved Code I projects have a complete project plan as per 7120.7	Various	
13.	Performance	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	Various	



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<b>Travel, Training, and Materials Requirements</b>				
<b>No.</b>	<b>Type of Requirement</b>	<b>Description</b>		<b>Date Required</b>
1.	Training	Recertification Training for PMP		3/15/2016
2.	Material	MicroSoft Project Software		3/15/2016

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<b>Work Breakdown Structure (WBS) Charge Points</b>				
<b>Charge Point</b>	<b>Title</b>			
001	Code I PMO Ops			
002	General Admin			
003	Google Fence			
004	Agency Cloud			
005	AT&T Cell Tower (COW)			
006	NASA IPV6 Transition			
007	STIDAA Rollouts			
008	Cstmr Invstmnt Strtgy			
009	ARC Elec Messaging			
010	(b) (7)(E) Reconfig			
011	TV over IP			
012	Security Ops Centr (SOC)			
013	ARC CSSP Proj Mgmt			
014	VOIP			
015	F/PV Takeover			
016	T-Radio			
017	Network Access Replace			
018	Elevated Privileges ACES Computer Seat Upgrade Refresh			
019	Project			
020	515 Process Improvement			

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**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?: 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?:  
All persons charging to Charge Points 012 Security Ops Centr (SOC) are required to have, at minimum, a SECRET

e. IT Security Deliverables associated with this task:

- IT Risk Assessment: YES
- IT Security Plan: YES
- IT Contingency Plan: YES
- IT Security Vulnerability Test Results: YES
- Results of Periodic IT Security Reviews: YES
- Other Documentation as Follows: Report of Status of IT Security Plan, Contingency Plan, and Risk Assessment of Critical Services: YES
- Other Documentation:  
Report of status of IT Security Plan, Contingency Plan, and Risk Assessment of critical services provided by Code I

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**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?**

Task must execute all activities described in System Security Plan.

- 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)	Ken Freman	(b) (6)
Organization's Computer Security Official	Chris Ishisoko	
Alternate System Owner	John Wang	