

# ACITS3 TASK ORDER FORM

## PART I - TASK ORDER INFORMATION - CIVIL SERVANT

<b>Contract No.:</b> NNA13AB88C		<b>Contract Title:</b> Ames Consolidated Information Technology Services (ACITS3) Contract		
<b>Task Title:</b> Code VC IT Support		<b>Start Date:</b> November 1, 2013		<b>End Date:</b> September 30, 2014
<b>Task Order No.</b> V01	<b>Task Mod No.</b> Original	<b>Service Request No.</b>	<b>Customer Code</b> Code VC	<b>SOW Reference</b> C.3.1.12, C.3.1.4
<b>TASK REQUESTER EMAIL:</b> (b) (6)		<b>NAME:</b> Jerry Colen		<b>PHONE:</b> (b) (6)
<b>FINANCIAL MANAGER EMAIL:</b> (b) (6)		<b>NAME:</b> Xiao Lu Xiong		<b>PHONE:</b> (b) (6)
<b>COMPUTER SECURITY OFFICER EMAIL:</b> (b) (6)		<b>NAME:</b> Jerry Colen		<b>PHONE:</b> (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: c=US, o=U.S. Government, ou=NASA, ou=People, ou=KIRSTEN NAGEL, o=US2502.F200000.000.1.1, email=K.NAGEL@NASA.GOV, cn=KIRSTEN NAGEL  
Date: 2013.10.28 10:22:11 -0700

CO SIGNATURE: ANJENNETTE CONTRERAS-RODRIGUEZ

Digitally signed by ANJENNETTE CONTRERAS-RODRIGUEZ  
DN: c=US, o=U.S. Government, ou=NASA, ou=People, ou=ANJENNETTE CONTRERAS-RODRIGUEZ, o=US2502.F200000.000.1.1, email=ANJENNETTE.CONTRERAS@NASA.GOV, cn=ANJENNETTE CONTRERAS-RODRIGUEZ  
Date: 2013.10.28 10:36:47 -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:			
<b>Totals:</b>			

## PART 3 - APPROVAL SUMMARY - BOTH

APPROVED BY	SIGNATURE AND DATE	EMAIL ADDRESS	PHONE
1. TECH AREA MGR.:	(b) (4), (b) (6) 11/13/13	(b) (4), (b) (6)	(b) (4), (b) (6)
2. BUSINESS MGR.:	11/21/2013		
3. PROGRAM MGR.:	11/21/2013		
4. TASK REQUESTER:	JERRY COLEN <small>Digitally signed by JERRY COLEN DN: c=US, o=U.S. Government, ou=NASA, ou=People, ou=JERRY COLEN, o=US2502.F200000.000.1.1, email=J.COLEN@NASA.GOV, cn=JERRY COLEN Date: 2013.11.25 10:30:00 -0700</small> 11/25/2013	(b) (6)	(b) (6)
5. DIVISION LEVEL:	BRENDA COLLINS <small>Digitally signed by BRENDA COLLINS DN: c=US, o=U.S. Government, ou=NASA, ou=People, ou=BRENDA COLLINS, o=US2502.F200000.000.1.1, email=B.COLLINS@NASA.GOV, cn=BRENDA COLLINS Date: 2013.11.25 10:30:00 -0700</small> 11/25/2013		
6. COTR:	KIRSTEN NAGEL <small>Digitally signed by KIRSTEN NAGEL DN: c=US, o=U.S. Government, ou=NASA, ou=People, ou=KIRSTEN NAGEL, o=US2502.F200000.000.1.1, email=K.NAGEL@NASA.GOV, cn=KIRSTEN NAGEL Date: 2013.11.25 10:30:00 -0700</small> 11/25/2013		
7. CO:	ANJENNETTE CONTRERAS-RODRIGUEZ <small>Digitally signed by ANJENNETTE CONTRERAS-RODRIGUEZ DN: c=US, o=U.S. Government, ou=NASA, ou=People, ou=ANJENNETTE CONTRERAS-RODRIGUEZ, o=US2502.F200000.000.1.1, email=ANJENNETTE.CONTRERAS@NASA.GOV, cn=ANJENNETTE CONTRERAS-RODRIGUEZ Date: 2013.11.25 10:30:00 -0700</small>		

## ACITS3 TASK ORDER FORM (Continued)

<b>Contract No.:</b> NNA13AB88C		<b>Contract Title:</b> Ames Consolidated Information Technology Services (ACITS3) Contract		
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<b>PRICING</b> Cost Plus Fixed Fee		<b>FUNDING LEVEL</b> TASK LEVEL		
<b>TASK DESCRIPTION - STATEMENT OF WORK REQUIREMENTS</b>				
Mobile Application Development and System Administration:				
Provide iOS and Android mobile application design, development, programming, testing, release and ongoing support. (b) (7)(E)				
(b) (7)(E)				
Provide server & desktop system administration support for all non-ACES systems, printers and other devices/peripherals in the division. This includes managing server infrastructures and data-center operations across multiple platforms (Linux, Windows, Windows Server and MacOS X) and software (b) (7)(E) Effectively plan, install, configure and optimize the IT infrastructure to consistently achieve high availability, performance and security.				
Assist in the development, support, updating and maintenance of the division IT Security plan.				
Provide website programming, development, serving and maintenance.				
Provide script (PHP) creation and database development programming (MySQL) and support.				

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### SPECIFIC DELIVERABLES AND DELIVERABLE DATES

No.	Type of Deliverable	Description of Deliverable	Date Required
1	Performance	Provide four updates of the NASA mobile iOS apps supported under the task as needed	09/30/2014
2	Performance	Provide four update of the NASA mobile Android apps supported under the task as needed	09/30/2014
3	Performance	Deliver updated Code VC IT security plan	02/10/2014
4	Performance	Deliver bimonthly updates to the document Standard Operating Procedures for the NASA <span style="float: right;">+</span>	09/30/2014
5	Performance	Deliver bimonthly updates to the document Standard Operating Procedures for the NASA <span style="float: right;">+</span>	09/30/2014
6	Performance	Deliver bimonthly updates to the document Standard Operating Procedures for the NASA <span style="float: right;">+</span>	09/30/2014
7	Performance	Deliver 2 updates to the document Standard Operating Procedures for the NASA App Code <span style="float: right;">+</span>	09/30/2014
8	Performance		
9	Performance		
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23			

### TRAVEL, TRAINING AND MATERIALS REQUIREMENTS

No.	Type of Requirement	Description	Date Required
1			
2			
3			
4			
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11			
12			

## 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:

The contractor will assist in the development, support and maintenance of the division IT Security plan. The contractor will also fill the role of system administrator in the IT security plan and handle the review of user accounts, account management, data backup and restoration, use of warning banner, use of encryption, vulnerability scanning, and security tools for the division owned (non-ACES) servers. +

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: Donald James

Phone: (b) (6)

Organization's Computer Security Official

Name: Jerry Colen

Phone:

Alternate System Owner

Name:

Phone: