

# 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> Test Subject Recruitment Office		<b>Start Date:</b> November 1, 2013		<b>End Date:</b> September 30, 2014
<b>Task Order No.</b> T01	<b>Task Mod No.</b> Original	<b>Service Request No.</b>	<b>Customer Code</b> Code TH	<b>SOW Reference</b> C.3.1.5
<b>TASK REQUESTER EMAIL:</b> (b) (6)		<b>NAME:</b> Trent Thrush		<b>PHONE:</b> (b) (6)
<b>FINANCIAL MANAGER EMAIL:</b> (b) (6)		<b>NAME:</b> Janette Rocha		<b>PHONE:</b> (b) (6)
<b>COMPUTER SECURITY OFFICER EMAIL:</b> (b) (6)		<b>NAME:</b> Jeffrey McCandless		<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) NO				

### 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=US2302.F200000.100.1.1, email=K.NAGEL@NASA.GOV, Date: 2013.10.23 14:50:05 -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=US2302.F200000.100.1.1, email=ANJENNETTE.CONTRERAS@NASA.GOV, Date: 2013.10.23 15:26:40 -0700

## PART 2 - TASK ORDER PLAN PROPOSAL - CONTRACTOR

CATEGORIES	CURRENT REQUEST	PRIOR CUMULATIVE ESTIMATE WITHOUT CURRENT REQUEST	TOTAL CUMULATIVE TASK ESTIMATE
Labor Hours:			
Labor:	(b) (4)		
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)	(b) (4), (b) (6)	(b) (4), (b) (6)
2. BUSINESS MGR.:			
3. PROGRAM MGR.:			
4. TASK REQUESTER:	TRENT THRUSH <small>Digitally signed by TRENT THRUSH DN: c=US, o=U.S. Government, ou=NASA, ou=People, ou=TRENT THRUSH, o=US2302.F200000.100.1.1, email=TRENT.THRUSH@NASA.GOV, Date: 2013.11.26 15:16:40 -0700</small>	(b) (6)	(b) (6)
5. DIVISION LEVEL:	TRENT THRUSH <small>Digitally signed by TRENT THRUSH DN: c=US, o=U.S. Government, ou=NASA, ou=People, ou=TRENT THRUSH, o=US2302.F200000.100.1.1, email=TRENT.THRUSH@NASA.GOV, Date: 2013.11.26 15:16:40 -0700</small>		
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=US2302.F200000.100.1.1, email=K.NAGEL@NASA.GOV, Date: 2013.11.26 15:16:40 -0700</small>		
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=US2302.F200000.100.1.1, email=ANJENNETTE.CONTRERAS@NASA.GOV, Date: 2013.11.26 15:16:40 -0700</small>		

## ACITS3 TASK ORDER FORM (Continued)

<b>Contract No.:</b> NNA13AB88C		<b>Contract Title:</b> Ames Consolidated Information Technology Services (ACITS3) Contract		
<b>Task Title:</b> Test Subject Recruitment Office		<b>Start Date:</b> November 1, 2013		<b>End Date:</b> September 30, 2014
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<b>PRICING</b> Cost Plus Fixed Fee		<b>FUNDING LEVEL</b> CHARGE POINT LEVEL		
<p><b>TASK DESCRIPTION - STATEMENT OF WORK REQUIREMENTS</b></p> <p>This task will provide IT database development and management of the Research Subject Database, and research Test Subject recruitment and scheduling for the Human Systems Integration Division, code TH. This support is a critical aspect of the research being performed in Code TH, as human test subjects are used to not only test software, hardware, and simulation capabilities developed by resident software engineers, but to participate in experimental studies by NASA researchers where data is collected, analyzed and published.</p> <p>A large percentage of the support under this task includes IT database development and management activities. The timely recruitment and scheduling of specially qualified human test subjects for use in human factors research experiments conducted by the Division or as authorized by the Task Requester is critical. These subjects are used as participants in experiments and simulations in which data is collected, and analyzed for both 1) evaluation of the simulation hardware and software, and 2) where data analyses will be used in verification of research hypotheses, and is an essential requirement of research papers and technical publications. Examples of human factors experiments in which human subjects have been used are: flight deck and airspace operations simulations, cockpit display technologies, distributed team decision-making studies, human centered systems studies, vision research, and spatial auditory displays research.</p> <p>The Test Subject Database contains critical information that allows subjects to be chosen based on the study protocols. Continual updates to this database is critical to the work being supported.</p> <p>Specific task requirements:</p> <p>1) Division's Test Subject Database: This database contains highly relevant, very specific information on human subjects by classification (commercial pilot, air traffic controller, regular, etc) and all details related to their qualifications (contact data, type of aircraft, glass cockpit, flight hours, Captain, First Officer, company, right/left handed, vision, etc). Task requirements are to maintain, verify, and update this critical database to allow timely and accurate recruiting of qualified human subjects.</p> <p>2) Provide human subjects for research studies conducted by Principal Investigators (PIs) in Code TH to match exactly research requirements.</p> <p>3) Test Subject labor and expense costs are estimates and could vary significantly depending on actual usage. This will require close monitoring of actual expenditures and the providing of monthly status data to the Task Requester including expenditures reported against charge points (pg 4)</p>				

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### SPECIFIC DELIVERABLES AND DELIVERABLE DATES

No.	Type of Deliverable	Description of Deliverable	Date Required
1	Performance	Recruit and provide qualified human subjects that satisfy study requirements <span style="float: right;">+</span>	
2	Performance	Generate and provide pre-study estimates to be delivered to the customer within 10 <span style="float: right;">+</span>	
3	Performance	Generate and provide post-study documentation to be delivered to the customer within 10 <span style="float: right;">+</span>	
4	Performance	Maintain and update Recruiting Database with information on domain expert commercial <span style="float: right;">+</span>	
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### TRAVEL, TRAINING AND MATERIALS REQUIREMENTS

No.	Type of Requirement	Description	Date Required
1			
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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:

All IT security measures for this task are provided by the TH Division Systems Group Task.

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?

No security clearance is required for this Task.

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: Trent Thrush

Phone:

(b) (6)

Organization's Computer Security Official

Name: Jeffrey McCandless

Phone:

Alternate System Owner

Name: \_\_\_\_\_

Phone: \_\_\_\_\_