

# 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> TH Division Systems and Facility Support			<b>Start Date:</b> November 1, 2013	<b>End Date:</b> September 30, 2014
<b>Task Order No.</b> T02	<b>Task Mod No.</b> Original	<b>Service Request No.</b>	<b>Customer Code</b> Code TH	<b>SOW Reference</b> C.3.1, 3.2
<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) 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=U.S.2562.F200000.000.1.1.knagel  
Date: 2013.10.23 14:50:30 -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  
Date: 2013.10.23 15:26:47 -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:	(b) (4)		
ODC Subcontracting:	(b) (4)		
ODC Material:	(b) (4)		
ODC Travel:	(b) (4)		
ODC Training:	(b) (4)		
Program Mgt Cost:	(b) (4)		
Fee:	(b) (4)		
<b>Totals:</b>	(b) (4)		

## PART 3 - APPROVAL SUMMARY - BOTH

APPROVED BY	SIGNATURE AND DATE	EMAIL ADDRESS	PHONE
1. TECH AREA MGR.:	(b) (4), (b) (6) 11/13/2013	(b) (4), (b) (6)	(b) (4), (b) (6)
2. BUSINESS MGR.:	11/14/2013		
3. PROGRAM MGR.:	11/14/2013		
4. TASK REQUESTER:	TRENT THRUSH 11/26/2013	(b) (6)	(b) (6)
5. DIVISION LEVEL:	TRENT THRUSH 11/26/2013		
6. COTR:	KIRSTEN NAGEL 11/27/2013		
7. CO:	ANJENNETTE CONTRERAS-RODRIGUEZ		

## 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> TH Division Systems and Facility Support		<b>Start Date:</b> November 1, 2013		<b>End Date:</b> September 30, 2014
<b>Task Order No.</b> T02	<b>Task Mod No.</b> Original	<b>Service Request No.</b>	<b>Customer Code</b> Code TH	<b>SOW Reference</b> C.3.1, 3.2
<b>PRICING</b> Cost Plus Fixed Fee		<b>FUNDING LEVEL</b> TASK LEVEL		
<p><b>TASK DESCRIPTION - STATEMENT OF WORK REQUIREMENTS</b></p> <p>The task will provide support services to the Human Factors Research and Technology Division in (b) (7)(E) these services include Unix Systems Support, Small Systems Support, Web Outreach Support, Facility Support, Engineering Support, Publications Support, Database Management Support, Project Management, Property Administration, and Training.</p> <p>The Unix and small systems support includes responsibility for all issues computer and networking related. This includes (but is not limited to) support of user account management, software instillation and issues, system security, hardware configurations and repairs and network configuration and implementation.</p> <p>IT Facility Support provides building operational assurance and planning for the physical facility. IT Facility Support also handles Project Management of office and lab modifications and relocations .</p> <p>Safety Reporting and inspections from outside organizations are coordinated and this group tracks compliance. Safety and BEAP training for Division staff will be provided.</p> <p>Engineering Support provides hardware design and builds of custom equipment used in lab experiments. Staff works directly with the researcher on the design, coordination of facility modifications, and implementation of a requested project. The Engineering Group assists the IT Facility Support with small construction projects and assists the Systems Groups with all physical networking and audio changes and infrastructure, hardware implementation and network troubleshooting.</p> <p>Database maintenance and management support will be provided for the multiple databases used by Division management. NASA 1676 tracking, Quality Records maintenance, VPP training, and desktop publishing support are included.</p> <p>Property Management Support to meet the Center's revised guidelines to annual property inspections, to include monitoring verification and auditing of Code TH's property inventory. The Code TH custodian must verify that security measures have been applied before approving the online computer property pass and track all Code TH valid property passes and loan agreements.</p>				

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### SPECIFIC DELIVERABLES AND DELIVERABLE DATES

No.	Type of Deliverable	Description of Deliverable	Date Required
1	Performance	Include in monthly progress report, the Support Hour Tracking Report for each month and <span style="float: right;">+</span>	
2	Performance	Develop and deliver internal Division Safety Training and BEAP classes following the Ame <span style="float: right;">+</span>	
3	Performance	Maintain IT databases used by the TH Division - all data will be entered within 10 working <span style="float: right;">+</span>	
4	Performance	Coordinate monthly Safety Inspections and update of all necessary items <span style="float: right;">+</span>	
5	Performance	Coordinate and participate in VPP Safety Inspections held once per year	
6	Performance	Special engineering projects completed on time must be higher than 90% of the time	
7	Performance	Provide Property Management support for monitoring verification and auditing of Code <span style="float: right;">+</span>	
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### TRAVEL, TRAINING AND MATERIALS REQUIREMENTS

No.	Type of Requirement	Description	Date Required
1	Travel	Task related travel to Ames	
2	Travel	Task related travel for Human Factors meetings/conferences to staff TH booth	
3	Material	Various electronic components to be used to build prototypes for research labs and for repair	
4	Training	Computer training as required to maintain knowledge and experience levels	
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## 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 Security measures are outlined and continuously reviewed in the two Code TH security plans: Code TH Low Sensitivity Systems CD-999-L-ARC-9017 and TH Division Desktop Moderate Plan CD-999-M-ARC-2009. Continuous monitoring is being done using (b) (7)(E) scans. All system images (Linux, Macintosh and Windows) have been approved by the Center IT Security.

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

f. There are no other IT Security requirements associated with this ACITS3 Task.  
If appropriate they are described as follows:

g. There are 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: