

ACITS3 TASK ORDER FORM

PART I - TASK ORDER INFORMATION - CIVIL SERVANT

Contract No.: NNA13AB88C		Contract Title: Ames Consolidated Information Technology Services (ACITS3) Contract		
Task Title: SSTP program office support			Start Date: October 13, 2014	End Date: August 31, 2015
Task Order No. P06	Task Mod No. Original	Service Request No.	Customer Code	SOW Reference C.3.1.1.1, C.3.1.7
TASK REQUESTER EMAIL: (b) (6)		NAME: John Allmen		PHONE: (b) (6)
FINANCIAL MANAGER EMAIL: (b) (6)		NAME: Linda Lee		PHONE: (b) (6)
COMPUTER SECURITY OFFICER EMAIL: (b) (6)		NAME: Julie Mikula		PHONE: (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	CO SIGNATURE: ANJENNETTE CONTRERAS-RODRIGUEZ
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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:			
Totals:			

PART 3 - APPROVAL SUMMARY - BOTH

APPROVED BY	SIGNATURE AND DATE	EMAIL ADDRESS	PHONE
1. TECH AREA MGR.:	(b) (4), (b) (6) 10/23/2014	(b) (4), (b) (6)	(b) (4), (b) (6)
2. BUSINESS MGR.:	10/23/2014		
3. PROGRAM MGR.:	10/23/2014		
4. TASK REQUESTER:	Nagel, Kirsten M. (ARC-ID) 10/31/2014	(b) (6)	(b) (6)
5. DIVISION LEVEL:	Nagel, Kirsten M. (ARC-ID) 10/31/2014		
6. COTR:	Nagel, Kirsten M. (ARC-ID) 10/31/2014		
7. CO:	ANJENNETTE CONTRERAS-RODRIGUEZ 11/04/2014		

ACITS3 TASK ORDER FORM (Continued)

Contract No.: NNA13AB88C		Contract Title: Ames Consolidated Information Technology Services (ACITS3) Contract		
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Task Order No. P06	Task Mod No. Original	Service Request No.	Customer Code	SOW Reference C.3.1.1.1, C.3.1.7
PRICING Cost Plus Fixed Fee		FUNDING LEVEL TASK LEVEL		
<p>TASK DESCRIPTION - STATEMENT OF WORK REQUIREMENTS</p> <p>The Small Spacecraft Technology Program (SSTP) is one of nine major programs managed within the Space Technology Mission Directorate, and one of three flight programs. The program consists of elements intended to encompass the development and demonstration of a range of software and hardware technologies and capabilities and to engage the talents of the broad community of researchers and technologists from government, industry and academia. The SSTP Level 2 Program Office resides at NASA Ames Research Center and funds both directed and competed software/hardware projects executed at Ames, other NASA Centers, universities, and commercial organizations. The SSTP program office develops and manages solicitations, proposal reviews, and projects selected and funded through this process. The SSTP convenes workshops and focus groups for the purpose of informing solicitation topics of interest. The SSTP also supports topic relevant workshops, conferences, and meetings for the purposes of informing the small spacecraft community of SSTP opportunities and interests.</p> <p>The overall requirements of this task requires a skilled contractor with a working knowledge of NASA processes, programs, and strategic interests, experience in the development of program/project documentation, proficient technical writing skills for use in the development of outreach/communication materials, solicitations, white papers, Inter-agency Agreements, Space Act Agreements, and other formal mechanisms to communicate the program's vision and opportunities and to facilitate collaborative activities with NASA-external entities. In addition, the contractor must have excellent outreach, project management, and web skills to support the SSTP program office management located at Ames Research Center (ARC) including: program and strategic planning; workshop, focus group, and review coordination; technical writing for a variety of applications; and communications, media, and outreach materials; and manage web development updates to existing applications.</p> <p>Specific requirements include:</p> <ul style="list-style-type: none"> • The Contractor will provide support for overall planning and implementation of SSTP projects, tasks, and other efforts. • The Contractor will provide technical writing and editing for the preparation of program and strategic plans, program solicitations, technical papers, analyses, and reports. • The Contractor will support development of scope and implementation of workshops, focus groups, and support to the development of studies to support optimal technology planning and investment strategies. • The Contractor will support the organization and coordination of proposal and programmatic reviews. • The Contractor will support tasks involving technology infusion efforts with SSTP customers and stakeholders. • The Contractor will facilitate the involvement of technical subject matter experts as participants in technology assessments, proposal reviews, and/or focus groups. • The Contractor will develop and coordinate website materials and databases, development of other media, and outreach materials. • The Contractor will coordinate the Launch Portal website and database implementation and maintenance. • The Contractor will support brainstorming activities, meetings, and telecons on various topics that may not relate to a specific deliverable or product. These efforts, along with those associated with a specific project, shall be summarized in monthly 				

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SPECIFIC DELIVERABLES AND DELIVERABLE DATES

No.	Type of Deliverable	Description of Deliverable	Date Required	Row Controls
1	Performance	Deliver Monthly Status Report		
2	Performance	Deliver Meeting, Workshop, Focus Group Reports within 2 weeks after conference.		
3	Performance	Deliver Outreach Materials (Displays, Fact Sheets, website content, brochures, etc.) within agreed upon schedule		
4	Performance	Deliver updates to the Launch Portal (new modules, content updates) within agreed upon schedule		
5	Performance	Deliver Program / Project Plans and Other Documentation within agreed upon schedule		
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TRAVEL, TRAINING AND MATERIALS REQUIREMENTS

No.	Type of Requirement	Description	Date Required	Row Controls
1	Travel	3 domestic trips		
2				
3				
4				
5				
6				

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 not 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:

N/A

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 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: _____ Phone: _____

Organization's Computer Security Official

Name: _____ Phone: _____

Alternate System Owner

Name: _____ Phone: _____

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Note Creator		Note Title		Date Created
Note				
Note Creator		Note Title		Date Created
Note				
Note Creator		Note Title		Date Created
Note				