

# ACITS-3 FORM

## PART 1 - TASK ORDER INFORMATION

<b>Contract No:</b> NNA13AB88C		<b>Contract Title:</b> ACITS 3 NASA AMES		
<b>Date:</b> 9/26/2017		<b>Task Title:</b> OSI Policy IT Support		
<b>Task Order No.:</b> 909	<b>Task Mod No.:</b> Original	<b>Service Request No.:</b>	<b>Customer Code:</b> NASA/Ames Research Center	<b>SOW Reference:</b>
<b>Order Type:</b> Cost Plus		<b>Funding Level:</b> Task Level Funding		
<b>Task Requester Email:</b> (b) (6)		<b>Name:</b> Fatima Johnson		<b>Phone:</b> (b) (6)
<b>Financial Manager Email:</b> (b) (6)		<b>Name:</b> Fatima Johnson		<b>Phone:</b> (b) (6)
<b>Computer Security Officer Email:</b> (b) (6)		<b>Name:</b> Fatima Johnson		<b>Phone:</b> (b) (6)
<b>Task previously covered by another contract other than predecessor to incumbent? (If YES, provide in SOW)</b>				<b>NO</b>
<b>Does the task require access to government databases? (If YES, indicate in SOW)</b>				<b>NO</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> Kirsten Nagel (9/26/2017)			<b>CO SIGNATURE:</b> Anjennette Contreras-Rodriguez (9/26/2017)	

## 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> 909	<b>Task Mod No.:</b> Original	<b>Service Request No.:</b>	<b>Customer Code:</b> NASA/Ames Research Center	<b>SOW Reference:</b>
<b>Order Type:</b> Cost Plus		<b>Funding Level:</b> Task Level Funding		
Categories	Current Request	Prior Cumulative Estimate Without Current Request	Total Cumulative Task Estimate	
Onsite Hours	(b) (4)			
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

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<b>Order Type:</b> Cost Plus		<b>Funding Level:</b> Task Level Funding		
<b>Approved By</b>	<b>Name</b>	<b>Date</b>	<b>Email</b>	<b>Phone</b>
1. COTR Johnson	Kirsten Nagel	9/26/2017	(b) (6)	(b) (6)
2. CO Johnson	Anjennette Contreras-Rodriguez	9/26/2017	(b) (6)	(b) (6)

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**Task Background:**

**Background:**

The Office of Strategic Infrastructure is responsible for ensuring that the right infrastructure assets and capabilities are available to the Agency, Centers, and programs and projects to accomplish the mission. This task requires IT SME support for the core infrastructure services including information security and using industry best practices. This activity also requires up-to-date policy documents, among them NPR 7120.7 (NASA Information Technology and Institutional Infrastructure Program and Project Management Requirements) as well as engineering standards that are created or adopted from sources appropriate to the topic and maintained in a manner that assures they are current and relevant to the demanding areas for which the Office of Strategic Infrastructure (OSI) is responsible for.

**Statement of Work - Requirements, part 1:**

**Scope:**

The purpose of this task is to provide technical expertise in the support of the management of IT programs and projects as well as implement best practices into policy for the Office of Strategic Infrastructure (OSI). The contractor will provide support of IT technical processes and requirements for NASA policy documents. The contractor will provide IT support of NASA Online Directives Information System (NODIS) as well as other analyses and reports. The contractor will provide IT database support for development and publication of policy documentation, including:

- " Working with technical teams to develop policy language.
- " Technical writing using graphic applications
- " Ensuring compliance with NPR 1400.1D, NASA Directives Procedural Requirements and working with reviewers, NODIS editors, and the Executive Secretariat for publication.
- " Use of IT tools in support of technical review teams
- " Use of IT tools to update and publish agency wide policy
- " Facilitating community of practice activities
- " Developing outbrief and messaging materials
- " Support communications on policy to external stakeholders and internal NASA customers.
- " Developing reports and handbooks supporting the work of OSI.

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<b>Specific Deliverables and Deliverable Dates</b>				
<b>No.</b>	<b>Type of Deliverable</b>	<b>Description of Deliverable</b>		<b>Date Required</b>
1.	Performance	Monthly Status Reports		Monthly

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<b>Charge Points</b>				
<b>Charge Number</b>	<b>Description</b>			
001	Policy Documents			
002	Other Documents			

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**IT Security Requirements:**

- a. Are this task's activities covered under an organizational IT Security Plan?: YES
- b. Does this task support applications that have been designated as a "Special Management Attention" application?: NO

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? NO

If yes, what level of clearance is required?:

**e. IT Security Deliverables associated with this task:**

- IT Risk Assessment: NO
- IT Security Plan: NO
- IT Contingency Plan: NO
- IT Security Vulnerability Test Results: NO
- Results of Periodic IT Security Reviews: NO
- Other Documentation as Follows: Report of Status of IT Security Plan, Contingency Plan, and Risk Assessment of Critical Services: NO
- Other Documentation:

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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?

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)	Fatima Johnson	(b) (6)
Organization's Computer Security Official	Fatima Johnson	(b) (6)
Alternate System Owner		