

# ACITS-3 FORM

## PART 1 - TASK ORDER INFORMATION

<b>Contract No:</b> NNA13AB88C		<b>Contract Title:</b> ACITS 3 NASA AMES		
<b>Date:</b> 8/16/2016		<b>Task Title:</b> Code VC IT Support		
<b>Task Order No.:</b> V31	<b>Task Mod No.:</b> Original	<b>Service Request No.:</b>	<b>Customer Code:</b> NASA/Ames Research Center	<b>SOW Reference:</b> C.3.1.12, C.3.1.4
<b>Order Type:</b> Cost Plus Fixed Fee		<b>Funding Level:</b> Task Level Funding		
<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)
<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>YES</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 (8/16/2016)			<b>CO SIGNATURE:</b> Anjennette Contreras-Rodriguez (8/16/2016)	

## ACITS-3 FORM (Continued)

PART 2 - TASK ORDER PLAN PROPOSAL				
<b>Contract No:</b> NNA13AB88C		<b>Contract Title:</b> ACITS 3 NASA AMES		
<b>Date:</b> 8/16/2016		<b>Task Title:</b> Code VC IT Support		
<b>Task Order No.:</b> V31	<b>Task Mod No.:</b> Original	<b>Service Request No.:</b>	<b>Customer Code:</b> NASA/Ames Research Center	<b>SOW Reference:</b> C.3.1.12, C.3.1.4
<b>Order Type:</b> Cost Plus Fixed Fee		<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 Fixed Fee		<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 Colen	Kirsten Nagel	8/16/2016	(b) (6)	(b) (6)
2. CO Colen	Anjennette Contreras-Rodriguez	8/16/2016		

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

Mobile Application Development and System Administration

**Statement of Work - Requirements, part 2:**

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.

**Personnel Skill Sets:**

(b) (7)(E)

(b) (7)(E)

System Administration with Linux, Windows Server 2008 (and up) and Mac OS X.

Database and Software administration with (b) (7)(E)

(b) (7)(E)

IT Security plan development, support, updating and maintenance.

Script creation using PHP and database development programming (MySQL).

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<b>Order Type:</b> Cost Plus Fixed Fee		<b>Funding Level:</b> Task Level Funding		

**Government Furnished Property:**

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.

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<b>Order Type:</b> Cost Plus Fixed Fee		<b>Funding Level:</b> Task Level Funding		
<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	Provide two updates of the NASA mobile iOS apps supported under the task as needed		09/30/2017
2.	Performance	Provide two updates of the NASA mobile Android apps supported under the task as needed		09/30/2017
3.	Performance	Maintain Code V IT security plan		09/30/2017
4.	Performance	Deliver monthly updates to the document Standard Operating Procedures for the NASA App iOS		09/30/2017
5.	Performance	Deliver monthly updates to the document Standard Operating Procedures for the NASA App Android		09/30/2017
6.	Performance	Deliver monthly updates to the document Standard Operating Procedures for the NASA App backend servers and infrastructure		09/30/2017
7.	Performance	Deliver 2 updates to the document Standard Operating Procedures for the NASA App Code VC servers		09/30/2017

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<b>Order Type:</b> Cost Plus Fixed Fee		<b>Funding Level:</b> Task Level Funding		
<b>Charge Points</b>				
<b>Charge Number</b>	<b>Description</b>			
001	Mobile Application Development and System Administration			

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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)	Matthew Buffington	(b) (6)
Organization's Computer Security Official	Jerry Colen	
Alternate System Owner		