

# 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> IT Support for Procurement Business Systems			<b>Start Date:</b> October 1, 2014	<b>End Date:</b> August 31, 2015
<b>Task Order No.</b> J11	<b>Task Mod No.</b>	<b>Service Request No.</b>	<b>Customer Code</b> JA	<b>SOW Reference</b> C.3.1.4.3, and 4, 5, 7, 8
<b>TASK REQUESTER EMAIL:</b> (b) (6)		<b>NAME:</b> Scott Malsom		<b>PHONE:</b> (b) (6)
<b>FINANCIAL MANAGER EMAIL:</b> (b) (6)		<b>NAME:</b> Annalisa Cooper		<b>PHONE:</b> (b) (6)
<b>COMPUTER SECURITY OFFICER EMAIL:</b> (b) (6)		<b>NAME:</b> Tony Damian		<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: cn=K. Nagel, o=NASA, ou=People, email=KIRSTEN.NAGEL@NASA.GOV, c=US  
Date: 2014.08.12 11:24:46 -0700

CO SIGNATURE: ANJENNETTE CONTRERAS-RODRIGUEZ

Digitally signed by ANJENNETTE CONTRERAS-RODRIGUEZ  
DN: cn=ANJENNETTE CONTRERAS-RODRIGUEZ, o=NASA, ou=PEP, email=ANJENNETTE.CONTRERAS-RODRIGUEZ@NASA.GOV, c=US  
Date: 2014.08.12 11:24:46 -0700

## PART 2 - TASK ORDER PLAN PROPOSAL - CONTRACTOR

CATEGORIES	CURRENT REQUEST	PRIOR CUMULATIVE ESTIMATE WITHOUT CURRENT REQUEST (b) (4)	TOTAL CUMULATIVE TASK ESTIMATE
Labor Hours:			
Labor:			
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) 08/25/2014	(b) (4), (b) (6)	(b) (4), (b) (6)
2. BUSINESS MGR.:	08/26/2014		
3. PROGRAM MGR.:	08/26/2014		
4. TASK REQUESTER:	(b) (6) 09/26/2014	(b) (6)	(b) (6)
5. DIVISION LEVEL:	(b) (6) KELLY KAPLAN 2014.09.26 08:05:10 -0700 09/26/2014		
6. COTR:	KIRSTEN NAGEL <small>Digitally signed by KIRSTEN NAGEL DN: cn=K. Nagel, o=NASA, ou=People, email=KIRSTEN.NAGEL@NASA.GOV, c=US Date: 2014.09.26 08:05:10 -0700</small> 09/26/2014		
7. CO:	ANJENNETTE CONTRERAS-RODRIGUEZ <small>Digitally signed by ANJENNETTE CONTRERAS-RODRIGUEZ DN: cn=ANJENNETTE CONTRERAS-RODRIGUEZ, o=NASA, ou=PEP, email=ANJENNETTE.CONTRERAS-RODRIGUEZ@NASA.GOV, c=US Date: 2014.09.29 10:30:46 -0700</small> 09/29/2014		

## 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> IT Support for Procurement Business Systems		<b>Start Date:</b> October 1, 2014		<b>End Date:</b> August 31, 2015
<b>Task Order No.</b> J11	<b>Task Mod No.</b>	<b>Service Request No.</b>	<b>Customer Code</b> JA	<b>SOW Reference</b> C.3.1.4.3, and 4, 5, 7, 8
<b>PRICING</b> Firm Fixed Price		<b>FUNDING LEVEL</b> TASK LEVEL		
<p><b>TASK DESCRIPTION - STATEMENT OF WORK REQUIREMENTS</b></p> <p>This task will provide IT support that enables government management and analysis of business data in support of all business systems that the Acquisition Division uses, to include but not be limited to following: the Contract Management Module (CMM), the Federal Procurement Data System - Next Generation (FPDS-NG), the Enhanced Procurement Data Warehouse (EPDW), the SAP Core Finance System, NASA's implementation of Wide Area Work Flow (WAWF), and the Business Warehouse (BW), and any application that NASA creates or procures for the NASA procurement community to use.</p> <p>This task will provide the following:</p> <ul style="list-style-type: none"> <li>• Center Reporting requirements: Design and test reports and forms based on ARC unique reporting requirements. Occasionally work with the NASA Enterprise Application Competency Center (NEACC) to create reports and/or to resolve issues with current NEACC report, in systems such as Enhanced Procurement Data Warehouse EPDW and Business Warehouse (BW).</li> <li>• End user analytical support: Provide Acquisition Division end user application support as needed for the CMM, FPDS-NG, WAWF, and SAP applications. Work with NEACC to resolve CMM, FPDS-NG, and SAP application related issues.</li> <li>• Compliance requirements: Provide support to the Acquisition Division Compliance Office and end users in identifying and correcting data discrepancies, errors and omissions in all reporting systems including, but not limited to, FPDS-NG and USASpending.</li> <li>• Management requirement: Participate in CMM, FPDS-NG, and SAP related meetings as they affect the Acquisition Division. Meet at least weekly with the designated civil service lead for the Acquisition Division business system.</li> </ul> <p>The task will provide technical expertise relating to legacy applications, center interface, and report development. This will include the preparation of SAP and BW reports, and related documentation, attendance at meetings, teleconferences, conferences, and training, and other support as identified by the Task Requester.</p> <p>The task will provide technical expertise for CMM, FPDS-NG, and EPDW data validation and verification activities. The task will also provide technical expertise for data analysis on the CMM application. This will include running Business Warehouse, CMM, and EPDW application reports to compare data and work with Code JA and the NEACC to resolve any discrepancies. This may also involve comparing CMM data with the procurement data in SAP and Business Warehouse (Core Finance and CMM). The task will be responsible for developing reports that may be determined in discussion with the Task Requester.</p> <p>Deliverables: the following deliverables are not all inclusive and are just minimum requirements.</p> <ul style="list-style-type: none"> <li>• Monthly report on all active and inactive procurement documents; i.e. Contracts, Purchase Orders, Grants, and Interagency agreements, etc.</li> <li>• Monthly report on all new procurement documents; i.e. Contracts, Purchase Orders, Grants, and Interagency agreements, etc.</li> <li>• Monthly report on all obligations during the month; i.e. a report by document with amount of obligation for the month.</li> <li>• Monthly report on Purchase Requisitions (PR), otherwise known as PR workload report. This report may also be requested more often especially toward the end of the fiscal year.</li> <li>• Enter data and/or perform data cleanup on PR triage spreadsheet</li> <li>• Monitor and perform data cleanup on contract numbers spreadsheet</li> <li>• Create Service Requests for Vendor Master additions and/or corrections as needed</li> <li>• Adhoc reports as requested by task manager</li> </ul> <p>It is anticipated that this work would be 32 hours a week during the year, except September which would be 40 hours per week.</p>				

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### SPECIFIC DELIVERABLES AND DELIVERABLE DATES

No.	Type of Deliverable	Description of Deliverable	Date Required	Row Controls
1	Performance	Monthly report on all active and inactive procurement documents	Monthly	
2	Performance	Monthly report on all new procurement documents	Monthly	
3	Performance	Monthly report on all obligations during the month	Monthly	
4	Performance	Monthly report on Purchase Requisitions (PR), otherwise known as PR workload report.	As needed	
5	Performance	Enter data and/or perform data cleanup on PR triage spreadsheet	Daily	
6	Performance	Monitor and perform data cleanup on contract numbers spreadsheet	bi-weekly	
7	Performance	Adhoc reports as requested by task manager	As needed	
8	Performance	Create Service Requests for Vendor Master additions or corrections	As needed	
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### TRAVEL, TRAINING AND MATERIALS REQUIREMENTS

No.	Type of Requirement	Description	Date Required	Row Controls
1				
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 security clearance is required for this position.

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: Tony Damian

Phone: (b) (6)

Organization's Computer Security Official

Name: Tony Damian

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				