

ACITS-3 FORM

PART 1 - TASK ORDER INFORMATION

Contract No: NNA13AB88C		Contract Title: ACITS 3 NASA AMES		
Date: 9/12/2016		Task Title: Code JA support		
Task Order No.: J31	Task Mod No.: Original	Service Request No.:	Customer Code: NASA/Ames Research Center	SOW Reference: C.3.1.4.3, and 4, 5, 7, 8
Order Type: Firm Fixed Price		Funding Level: Task Level Funding		
Task Requester Email: (b) (6)		Name: Scott J. Malsom		Phone: (b) (6)
Financial Manager Email: (b) (6)		Name: Annalisa P. Cooper		Phone: (b) (6)
Computer Security Officer Email: (b) (6)		Name: Tony A. Damian		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)				YES
SECTION 508, ELECTRONIC AND INFORMATION TECHNOLOGY ACCESSIBILITY COMPLIANCE (EITAC)				
Does the task include EIT items? (Please review the EITAC documentation)				NO
<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>				
GOVERNMENT FURNISHED EQUIPMENT (GFE)				
<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>				
AFFIRMATIVE PROCUREMENT (See http://www.epa.gov/cpg/products.htm)				
<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>				
COTR SIGNATURE: Kirsten Nagel (9/16/2016)			CO SIGNATURE: Anjennette Contreras-Rodriguez (9/20/2016)	

ACITS-3 FORM (Continued)

PART 2 - TASK ORDER PLAN PROPOSAL				
Contract No: NNA13AB88C		Contract Title: ACITS 3 NASA AMES		
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Task Order No.: J31	Task Mod No.: Original	Service Request No.:	Customer Code: NASA/Ames Research Center	SOW Reference: C.3.1.4.3, and 4, 5, 7, 8
Order Type: Firm Fixed Price		Funding Level: 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				

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PART 3 - APPROVAL SUMMARY

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Order Type: Firm Fixed Price		Funding Level: Task Level Funding		
Approved By	Name	Date	Email	Phone
1. COTR Malsom	Kirsten Nagel	9/16/2016	(b) (6)	(b) (6)
2. CO Malsom	Anjennette Contreras-Rodriguez	9/20/2016	(b) (6)	(b) (6)

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Task Background:

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. These systems include but are not limited to following: Procurement for the Public Sector (PPS), 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), METRO, and the Business Warehouse (BoBJ), and any application that NASA creates or procures for the NASA procurement community to use. NASA will be procuring, designing and implementing a new contract writing system during the period of performance of this system. Support for this process will be an essential part of this task.

Statement of Work - Requirements, part 1:

The NASA Ames Research Center Acquisition Division has a requirement for technical support with its various business IT systems. The task will provide technical expertise relating to legacy applications, center interface, and report development. This will include the preparation of reports, and related documentation, direct customer support, attendance at meetings, teleconferences, conferences, and training, and other support as identified by the Task Requester.

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: Procurement for the Public Sector (PPS), 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), the Invoice Retrieval and Information System (IRIS), METRO, and the Business Warehouse (BOBJ), and any application that NASA creates or procures for the NASA procurement community to use.

The task will provide technical expertise for PPS, CMM, FPDS-NG, and EPDW data validation and verification activities. The task will also provide technical expertise for data analysis on the PPS, SAP, and CMM applications. This will include running Business Warehouse, PPS, CMM, and EPDW application reports to compare data and work with Code JA and the AAO to resolve any discrepancies. This may also involve comparing PPS and/or CMM data with the procurement data in SAP and Business Warehouse. The task will be responsible for developing reports that may be determined in discussion with the Task Requester.

This task will specifically include, but not be limited to, the following:

" Technical Support:

- o The Contract Management Transformation (CMT) Project is an Agency wide project to replace the current Procurement document writing system with a system called Procurement for the

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Public Sector (PPS). Provide support to the CMT Project in the areas that involve ARC. As a minimum this will include:

- " Participating in teleconferences and VITS presentations on a weekly basis.
- " Assisting with testing PPS modules as they become available.
- " Assisting with developing training materials and with conducting the actual training for the new system as it comes on line.
- " Assisting users with the system once the system comes online (currently projected to be mid-March 2017).
 - o Assist the Compliance Office by being an active participant in the annual FPDS-NG Verification and Validation (V&V) exercise. Participation will include, but not be limited to:
 - " Collecting and formatting contractual data from various electronic systems.
 - " Analyzing this data to insure compliance with V&V requirements
 - " Reporting discrepancies to contract specialists/contracting officers so that the contract specialist/contracting officer can correct the discrepancy(ies).
 - o Assisting the ARC FPDS-NG subject matter expert with assembling the final V&V report to NASA Headquarters.
- " ARC Contract Center Reporting requirements:
 - o Design and test reports and forms based on ARC unique reporting requirements.
 - o Occasionally work with the NASA Agency Applications Office (AAO) to create reports and/or to resolve issues with current AAO reports.
- " End user analytical support:
 - o Provide Acquisition Division end-user application support as needed for the PPS, CMM, FPDS-NG, WAWF, and SAP applications.
 - o Work with AAO to resolve PPS, CMM, FPDS-NG, and SAP application related issues.
- " 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.
- " Management requirement: Participate in PPS, 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.

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

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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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Specific Deliverables and Deliverable Dates				
No.	Type of Deliverable	Description of Deliverable		Date Required
1.	Performance	Support contract specialists with CMM/PRISM system shutdown and data transfer		Daily as required
2.	Performance	Support the development and integration of the PPS system		Daily as required
3.	Performance	Support contract specialists with PPS and legacy contract management systems		Daily as needed
4.	Performance	Support the FPDS-NG Verification and Validation process		As needed
5.	Performance	Monthly report on all active and inactive procurement documents		Wednesday of the first full week of each month
6.	Performance	Monthly report on all new procurement documents		Wednesday of the first full week of each month
7.	Performance	Monthly report on all obligations during the month		Wednesday of the first full week of each month
8.	Performance	Monthly report on Purchase Requisitions (PR), otherwise known as the PR workload report		Wednesday of the first full week of each month
9.	Performance	Assign PR to Branch Chiefs and contract specialists		Twice daily as required
10.	Performance	Enter data and/or cleanup data on PR triage spreadsheet		Daily
11.	Performance	Monitor and perform data cleanup on contract numbers spreadsheet		Bi-weekly
12.	Performance	Ad hoc reports as requested by task manager		As needed
13.	Performance	Create service requests for NEACC required services		As needed

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Travel, Training, and Materials Requirements				
No.	Type of Requirement	Description		Date Required
1.	Training	Procurement for the Public Sector (PPS) System Subject Matter Training for 1 person in support of the Contract Management Transformation (CMT)		12/31/2016
2.	Travel	Travel to training for PPS training at Marshall for 1 person/7days - in support of the CMT Project		12/31/2016
3.	Training	Procurement for the Public Sector (PPS) System Subject Matter Training for 1 person in support of the Contract Management Transformation (CMT) Project.		1/31/2017
4.	Travel	Travel to training for PPS training at Marshall for 1 person/7days - in support of the CMT Project		1/31/2017

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Charge Points				
Charge Number	Description			
001	IT Support for Procurement Business Systems			

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IT Security Requirements:

- a. Are this task's activities covered under an organizational IT Security Plan?: NO
- 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?

The contractor has no role in any of these areas.

- 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)	Tony Damian	(b) (6)
Organization's Computer Security Official	Tony Damian	
Alternate System Owner		

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<p>Are there any other IT Security requirements?:</p> <p>No</p>				