

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: SPACE BIOSCIENCES DIVISION COMPUTER SUPPORT			Start Date: October 1, 2014	End Date: August 31, 2015
Task Order No. S12	Task Mod No. Original	Service Request No.	Customer Code Code SC	SOW Reference 3.1.5
TASK REQUESTER EMAIL: (b) (6)		NAME: Marilyn K. Murakami		PHONE: (b) (6)
FINANCIAL MANAGER EMAIL: (b) (6)		NAME: Maricela E. Davis		PHONE: (b) (6)
COMPUTER SECURITY OFFICER EMAIL: (b) (6)		NAME: Donald V. Sullivan		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, 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: c=US, o=U.S. Government, ou=NASA, ou=People, ou=KIRSTEN NAGEL, o=US2322.F200000.000.1.1, email=kirsten.nagel@nasa.gov
Date: 2014.08.12 12:22:29 -0700

CO SIGNATURE: ANJENNETTE CONTRERAS-RODRIGUEZ

Digitally signed by ANJENNETTE CONTRERAS-RODRIGUEZ
DN: c=US, o=U.S. Government, ou=NASA, ou=PEP, ou=1311.F200000.000.1.1, email=ANJENNETTE.CONTRERAS-RODRIGUEZ@nasa.gov
Date: 2014.08.12 12:22:29 -0700

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) 09/14/2014	(b) (4), (b) (6)	(b) (4), (b) (6)
2. BUSINESS MGR.:	09/15/2014		
3. PROGRAM MGR.:	09/15/2014		
4. TASK REQUESTER:	Murakami, Marilyn K. (ARC-SCB) 09/24/2014	(b) (6)	(b) (6)
5. DIVISION LEVEL:	SIDNEY SUN 09/29/2014		
6. COTR:	KIRSTEN NAGEL 09/30/2014		
7. CO:	ANJENNETTE CONTRERAS-RODRIGUEZ 09/30/2014		

ACITS3 TASK ORDER FORM (Continued)

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Task Order No. S12	Task Mod No. Original	Service Request No.	Customer Code Code SC	SOW Reference 3.1.5
PRICING Cost Plus Fixed Fee		FUNDING LEVEL TASK LEVEL		
TASK DESCRIPTION - STATEMENT OF WORK REQUIREMENTS PURPOSE AND DESCRIPTION OF TASK <p>The purpose of the task is to provide system administration and user support for the Space Biosciences Division (Code SC) and it's three branches, Code SCB, SCF and SCR at NASA Ames Research Center. (b) (7)(E)</p> <p style="text-align: center;">(b) (7)(E)</p> <p>This work also includes long and short term planning for networking, computing and coordination of all aspects of the support services. The task is expected to maintain functional systems that are designated as subscribed systems or building-wide resources, such as printers and servers. For the included systems this represents the system administration tasks to ensure that the systems are available to the users at a high percentage of uptime. These system administration tasks include</p> <ul style="list-style-type: none"> • OS installations and upgrades, patches, FDCC and CIS compliance • Install or apply standard NASA IT software upgrades, install security fixes and patches • Application software installation, upgrades and troubleshooting to a limited extent depending on the system. • Ensure that subscribed system backups are performed • Support for new hardware acquisition • Support loaner computers for various situations. • Security support • Support printers • Support of database and project servers • Limited conference room support • Support of meetings and conferences when needed • Install new computer systems and peripherals • Perform routine system administration including: Account management, File system management, System performance monitoring and tuning Maintaining network connectivity to the wall • Coordinating cooperative effort(s) where necessary with local area network (LAN), wireless and firewall support • User support (problem troubleshooting and resolution), but not limited to: Systems use, Supported software, Hardware/software failures. • Coordinate/facilitate hardware maintenance calls • Installing, configuring and maintaining servers (file sharing, print servers, monitoring, logging, NAS, etc.) as requested by the Task <p>Documentation</p> <ul style="list-style-type: none"> • Coordination of network installations, adds, moves and changes <p>Deliverables:</p> <ul style="list-style-type: none"> • Quarterly deliverables of ticket reports • Quarterly deliverables of random user directory restore • Monthly meeting on CSA Project Status Update <p>Work Breakdown Structure (Charge Points)</p> <p>Charge Pt Title</p> <p>01 Contractor Management Support</p> <p>02 Code SC/Space Biosciences Division</p> <p>03 Code SCB/Bioengineering Branch</p> <p>04 Code SCF/ Space Biosciences Research Branch</p> <p>05 Code SCR/Flight Systems Implementation Branch</p> <p>06 Miscellaneous (?)</p> <p>Training/Materials</p> <ul style="list-style-type: none"> • Attend IT specialized training as needed 8/31/15 • Agency IT annual security training 6/1/15 				

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<ul style="list-style-type: none">• IT material as needed 8/31/15				

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SPECIFIC DELIVERABLES AND DELIVERABLE DATES

No.	Type of Deliverable	Description of Deliverable	Date Required	Row Controls
1	Performance	Quarterly deliverables of ticket reports (1st QTR in December, 2nd QTR in March, 3rd QTR in June, 4th QTR in September is a deliverable on the next modifacaiton)	Quarterly	
2	Performance	Quarterly deliverables of random user directory restore (1st QTR in December, 2nd QTR in March, 3rd QTR in June, 4th QTR in September is a deliverable on the next modifacaiton)	Quarterly	
3	Performance	• Monthly meeting on CSA Project Status Update	Monthly	
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TRAVEL, TRAINING AND MATERIALS REQUIREMENTS

No.	Type of Requirement	Description	Date Required	Row Controls
1	Training	Attend IT specialized training as needed	08/31/2015	
2	Travel	Attend IT annual security training	06/01/2015	
3	Material	Miscellaneous supplies as needed	08/31/2015	
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 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:

See SOW

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 specialized security training requirements associated with this task.

If appropriate, specialized training requirements are described as follows:

The Task must have at least two NASA Certified System Administrator on the staff.

e. Is a security clearance needed for any personnel on this task? If so, what level of clearance is required?

Contractor employees who are defined as being in a "Position of Trust" will require a security check, as defined in NPG 2810.1.

f. There are other IT Security requirements associated with this ACITS3 Task.

If appropriate they are described as follows:

See Attached SOW and This Task's activities have been identified as being covered under an organizational IT Security Plan, Code S Moderate Systems-CD-999-M-ARC-1912. a. This Task does not support applications that have been designated as a "Special Management Attention" applications.

b. There are requirements for IT Security Risk Assessments, IT Contingency Plans, and/or ITS Plans, or any modification(s) thereto. If appropriate they are described as follows:

The task will maintain the systems, databases and the applications as per the applicable IT Security Plan.

The task will make sure that the appropriate controls are put in place on the systems as defined in the IT Security Plans. Further, the task will engage in making sure that the IT Security Plans are kept up to date and participate in the review process of the plans.

g. There are 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

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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: Fred Vanwert

Phone:

(b) (6)

Organization's Computer Security Official

Name: Don Sullivan

Phone:

Alternate System Owner

Name: Carol Carroll

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
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