

ACITS-3 FORM

PART 1 - TASK ORDER INFORMATION

Contract No: NNA13AB88C		Contract Title: ACITS 3 NASA AMES		
Date: 9/19/2017		Task Title: IAOP Review IT Support		
Task Order No.: 910	Task Mod No.: Original	Service Request No.:	Customer Code: NASA/Ames Research Center	SOW Reference:
Order Type: Cost Plus		Funding Level: Task Level Funding		
Task Requester Email: (b) (6)		Name: Jamal Abbed		Phone: (b) (6)
Financial Manager Email: (b) (6)		Name: Hsien Yen		Phone: (b) (6)
Computer Security Officer Email:		Name:		Phone:
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)				NO
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 (9/19/2017)			CO SIGNATURE: Anjennette Contreras-Rodriguez (9/26/2017)	

ACITS-3 FORM (Continued)

PART 2 - TASK ORDER PLAN PROPOSAL				
Contract No: NNA13AB88C		Contract Title: ACITS 3 NASA AMES		
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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

Contract No: NNA13AB88C		Contract Title: ACITS 3 NASA AMES		
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Order Type: Cost Plus		Funding Level: Task Level Funding		
Approved By	Name	Date	Email	Phone
1. COTR Abbed	Kirsten Nagel	9/19/2017	(b) (6)	(b) (6)
2. CO Abbed	Anjennette Contreras-Rodriguez	9/26/2017	(b) (6)	(b) (6)

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Task Background:

Background:

All NASA Centers operating, maintaining, or contracting manned or unmanned aircraft projects are required to comply with NPD 7900.4D, NPR 7900.3D, the International Standard for Business Aircraft Operations (IS-BAO) Safety Management System (SMS) and NPR 7120.7 (NASA Information Technology and Institutional Infrastructure Program and Project Management Requirements). NASA's approach to verifying compliance to these requirements includes Inter-center Aircraft Operations Panel (IAOP) Reviews and requirements flow-down analysis. To support the Agency's Safety Management System (SMS) Certification Audits, IT tools such as the NAMIS database, the IAOP Review Database, IAOP Checklist and the SMS Compliance Matrix will be developed, populated, and maintained.

Statement of Work - Requirements, part 1:

Scope:

The purpose of this task is to provide IT support for the IAOP reviews and audit teams and to support the development, population, and maintenance of the NAMIS database, IAOP Review Database, IAOP Checklist, and the SMS Compliance Matrix.

IT Support includes: IAOP database, IAOP Checklist and SMS Compliance Matrix development, population and maintenance on a file sharing site such as Knowledge Now or Sharepoint, Review of NAMIS (NASA Aircraft Management Information System) records, remote attendance at the IAOP pre-brief and attendance and travel to IAOP Reviews at various NASA facilities (ARC, MSFC, GRC, SSC, and AFRC). IT support for NAMIS configuration control board, which includes reviewing current database, recommendations for database development and implementation of approved database changes.

Statement of Work - Requirements, part 2:

Travel is stated in the ODC table

Travel Summary

1. Travel to ARC IAOP Review - 1/31/2018 - 2 people for 6 days
2. Travel to MSFC IAOP Review - 2/28/2018 - 1 person for 6 days
3. Travel to GRC IAOP Review - 4/30/2018 - 2 people for 6 days
4. Travel to SSC IAOP Review - 6/30/2018 - 1 person for 6 days
5. Travel to HQ for SMS Onsite Audit - 10/31/2017 - 1 person for 4 days

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Specific Deliverables and Deliverable Dates				
No.	Type of Deliverable	Description of Deliverable		Date Required
1.	Performance	IAOP Draft Reports and Draft out-brief presentations provided to IAOP Review Executive Secretary in time to support associated		
2.	Performance	Provide populated SMS Compliance Matrix to support the SMS audit.		
3.	Performance	Provide IAOP Maintenance Subpanel reports and facilitation for monthly and annual meeting.		
4.	Performance	Participate in all IAOP Management Pre-brief		
5.	Performance	ARC IAOP Review and IAOP Data Population		
6.	Performance	MSFC IAOP Review and IAOP Data Population		
7.	Performance	GRC IAOP Review and IAOP Data Population		
8.	Performance	SSC IAOP Review and IAOP Data Population		
9.	Performance	SMS Audit Preparation Support and SMS Compliance Matrix Development		
10.	Performance	HQ SMS Onsite Audit		
11.	Performance	Monthly Maintenance Meeting support which includes the NAMIS configuration control board.(10/17 8/18)		
12.	Performance	Annual IAOP Maintenance Meeting which includes the NAMIS configuration control board (7/18)		
13.	Performance	IAOP Database Development		
14.	Performance	IAOP Checklist Updates		

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Travel, Training, and Materials Requirements				
No.	Type of Requirement	Description		Date Required
1.	Travel	Travel to ARC and in support of ARC IAOP Review - for 6 days - for 2		7/31/2018
2.	Travel	Travel to MSFC and in support of MSFC IAOP Review - for 6 days - for 1 person		7/31/2018
3.	Travel	Travel to GRC and in support of GRC IAOP Review - for 6 days - for 2 people		7/31/2018
4.	Travel	Travel to SSC and in support of SSC IAOP Review - for 6 days - for 1 person		7/31/2018
5.	Travel	Travel to HQ and in support of SMS Onsite Audit - for 4 days - 1 person		7/31/2017

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Charge Points				
Charge Number	Description			
001	IAOP Draft Reports and Draft out-brief presentations provided to IAOP Review Executive Secretary in time to support associated out-brief			
002	SMS Compliance Matrix Population			
003	IAOP Maintenance Subpanel reports and facilitation for monthly and annual meeting.			
004	IAOP Management Pre-brief			
005	ARC IAOP Review and IAOP Data Population			
006	MSFC IAOP Review and IAOP Data Population			
007	GRC IAOP Review and IAOP Data Population			
008	SSC IAOP Review and IAOP Data Population			
009	SMS Compliance Matrix Development			
010	HQ SMS Onsite Audit			
011	Monthly Maintenance Meeting support which includes the NAMIS configuration control board.(10/17 8/18)			
012	Annual IAOP Maintenance Meeting which includes the NAMIS configuration control board (7/18)			
013	IAOP Checklist Updates			

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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?

NA

- 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)		
Organization's Computer Security Official		
Alternate System Owner		

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Are there any other IT Security requirements?:

No