

Task Statement of Work (SOW)

Date: November 10, 2015
Task: CISTO Support
Task Order: 6067/0
Task Monitor: 

I. Summary of Work

Provide administrative and technical support for the Computational and Information Sciences and Technology Office (CISTO) organization, Code 606. CISTO includes the front office, Networks and Information Technology (IT) Security (including the High End Computer Networking Group/HECN), High Performance Computing Group (including the NASA Center for Climate Simulation/NCCS), Information Sciences and Technology Research Group (including Direct Readout and other projects), the Scientific Visualization Studio (SVS), and Directorate-level IT Functions managed out of the CISTO office. Provide the following support services to all of CISTO: Property Custodian, Agency Consolidated End-user Services (ACES) Representative, Telephone Coordinator, Logistics Support and other related duties.

The Contractor must work with appropriate Center organizations in execution of duties, such as Property, Excess Property, ACES Project Office, Telecommunications Office, CISTO LISTS Coordinator, etc. Timely response to action items is required.

II. Period of Performance

The period during which the work for this task shall be performed is between March 1, 2016 and February 28, 2017.

III. Task Description**Area 1:**

The contractor shall be responsible for:

- a. Providing services to support stewardship, management, and documentation of CISTO assets. The contractor shall be responsible for all aspects of tracking property, including maintaining inventories, updated the NASA property database, receiving, excessing, and trading-in equipment. The contractor shall be responsible for supporting property audits, as necessary, tracking the lifecycle of capital assets, getting equipment tagged, and coordinating all deliveries and pickups. Contractor must understand all aspects of property custodianship, including cannibalization, accounting for property on loan, appropriate government tagging of new and racked equipment, etc. Contractor shall be proactive in following up with CISTO employees to excess identified equipment in a timely manner.
- b. Coordinating, ordering, tracking, cost analysis, invoice reconciliation and providing a single point of contact between CISTO and NASA managed services (e.g., ACES, Enterprise Service Desk/ESD) for such things as personal computing hardware, software, and mobile platforms. Contractor must understand the Agency managed service ordering and tracking

systems, managed service capabilities, etc. in order to meet the needs of the CISTO employees. Contractor must keep accurate records and documentation of ACES transactions, requests, orders, and other changes.

- c. Providing a single point of contact for CISTO to coordinate and support office moves, including logistics, furniture, and telephones.
- d. Coordinating with the GSFC Telecommunications group to add, disconnect, move, or change telephone services, provide or change phone mail services, and other GSFC Telecommunications services needed by CISTO employees.
- e. Provide office space floor plan documentation, and request corresponding updates to NASA identity and location databases (e.g. LISTS, id.nasa.gov).

IV. Deliverable Items and Schedule

In addition to the day-to-day work described in section III, the following deliverables will be completed:

Number	Deliverable	Due Date
PS1	Annual Equipment Inventory	Annually according to GSFC Property Schedule
PS2	Monthly ACES Invoice Validation	Monthly
PS3	Responses to Action Items (e.g. ACES Refresh Schedule Validation, ACES New Orders, providing accurate property lists as requested, etc.)	Within prescribed deadlines
PS4	Provide updated CISTO office space diagrams, and request corresponding updates to NASA identity and location databases (e.g. LISTS, id.nasa.gov).	Monthly

V. Travel

No travel is anticipated for this task.

VI. Training

It is expected that the contractor personnel assigned to this work have the necessary training at the beginning of this task to complete all deliverables. The contractor may propose training beyond what is typically expected of the proposed labor categories that they deem necessary in support of their technical approach to meet the deliverables. Training plans must be updated and forwarded to the Government on a monthly basis to include, but not limited to, the following information: training completed, upcoming training, and proposed modifications to the training plans.

Training may include (but not be limited to):

- Conferences tutorials or workshops relevant to support this task.
- Cross training at other centers as required.
- On-line training.

The Contractor shall provide to the Task Requester and Contract Management a Report for all training that includes:

- Name of Person Attending Training
- Training Content/Agenda/Overview
- Task Name and Number

- Purpose of Training
- Summary of Training/Presentation(s)/Talk(s)
- Contact(s) and Summary of Discussion(s)
- Copy of Training Material, if applicable

VII. Work Location

This work shall be performed primarily on-site at the Goddard Space Flight Center, but the contractor may be required to perform some work at the contractor's facility.

VIII. Reporting Requirements

The contractor shall:

- (B.1.2) Monthly Status Reports (MSR) shall be submitted on or before the 8th calendar day of each month for the previous month or as jointly determined following contract award. There should be one MSR per month that covers all task orders under the contract. The MSR shall be distributed electronically to the Contracting Officer (CO), Contracting Officer's Representative (COR), and all Task Monitors.
- (B.1.4) All White Papers or Reports outlined in the Deliverable Schedule shall be provided electronically to the COR and Task Monitor as specified.
- (B.1.5) Provide an electronic copy of a Monthly Highlights Report (MHR) to the COR and Task Monitors by the last business day on or before the 4th calendar day of each month. There should be one MHR per month that covers all task orders under the contract. The highlights will be incorporated into the Monthly NCCS report written by Government personnel to the High-End Computing Portfolio Manager.
- (B.1.8) Provide a final task order report within 30 days after completion in electronic form to the Contracting Officer (CO) (letter transmittal only), Contracting Officer's Representative (COR), and Task Monitor.
- (B.1.9) Travel reports shall be included in the next MSR.
- (B.1.10) Provide an electronic copy of the NASA Form 533 for this task 10 days after the close of the Contractor's accounting period and Quarterly in accordance with Attachment. Send the 533 to Contracting Officer (CO), Contracting Officer's Representative (COR), Resource Analyst (Code 603), and Finance Office (Code 155).
- (B.1.12) The annual Financial Report of NASA Property in the Custody of Contractors (NASA Form 1018) is due October 15. This shall be submitted through the NF 1018 Electronic Submission System (NESS).
- (B.1.13) An electronic copy of the New Technology Reports is due to the Contracting Officer (CO) and New Technology Representative if one is required by any of the task orders under the contract.
- (B.1.15) Electronic monthly and annual Safety & Health Reports (S&HR) shall be submitted to Contracting Officer (CO) and Code 350. There should be one S&HR per month that covers all task orders under the contract.
- (B.1.16) An electronic Personal Identity Verification (PIV) Report shall be provided to the Contracting Officer (CO), Contracting Officer's Representative (COR), and Code 240 monthly. There should be one report per month that covers all task orders under the contract.
- Meet with the Contracting Officer's Representative (COR) and technical and financial Government representatives monthly to discuss financial status. Topics covered shall include: Funding provided by NASA, Funding planned to be provided by NASA, Funding obligated to the Task Order, Status of subcontracts for Tools and ODCs, Expenses invoiced, Funds available on

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the Task Order (not expensed or obligated on subcontracts), and Expected monthly labor expenses.

IX. Security Requirements

This task shall comply with IT security requirements as documented in the NCCS IT Security Plan and 600 IT Security Plan as applicable.