

ODO 0-1614
3 December 1980

MEMORANDUM FOR THE RECORD

SUBJECT: Word Processing Equipment

REFERENCE: Memo fm C/IMS/DDO dtd 18 Nov. 80, same subject

1. In paragraph 2 of reference, C/IMS/DDO had referred to an RFP for a word processor which "will be available for overseas use and will meet overseas TEMPEST requirements." During a conversation on 2 December 1980, C/IMS and I agreed that for the present, our search for Agency standard word processors should be limited to units which are suitable for use in the Headquarters Building and in outlying buildings in the Washington area. Possible use

[REDACTED]

2. I also told C/IMS that the word processing requirements statement attached to his memo would be taken into account when the RFP is prepared, and that we will welcome IMS representation on the team designated to review the responses to the RFP.

[REDACTED]
Bruce T. Johnson
Director of Data

Processing

cc: DD/A/ODP
C/IMS/DDO

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18 November 1980

NOTE FOR: Director of Data Processing

FROM: [REDACTED] Chief, Information Management Staff, DO

SUBJECT: Word Processing Equipment

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Bruce,

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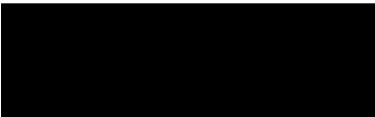
1. I have received a copy of [REDACTED] Memorandum for the Record of his 6 November conversation with you regarding the delays in obtaining word processing equipment. I am pleased by the direction the meeting took and the general conclusions reached.

2. As I understand it, ODP is preparing two generic word processing requirements which will result in RFPs. One should result in a standard word processor that will be available for use at Headquarters during the next two or three years, unnet-worked. The other will be available for overseas use and will meet overseas TEMPEST requirements. IMS is preparing no paper-work at this time with regard to the DO's generic requirements.

3. You indicated at our last meeting that ODP would draw on the information already available to create the two mentioned RFPs. Enclosed herewith is a summary of essential requirements that were drawn together for a DO word processor for utilization at Headquarters. When formulating your RFPs, your staff may find this useful. As we agreed at our meeting, I do not expect a dialogue with my people about this. However, this paper does express some of the users' concerns.

4. If possible when you have responses to the RFPs you are preparing, I would like to have someone from IMS be on the team that reviews the responses. I hope this is possible.

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WARNING NOTICE
INTELLIGENCE SOURCES
AND METHODS INVOLVED

ORIGINAL CL BY 015866
 DECL REVW ON 18 77000
EXT BY D C YRS BY Jane
REASON 22 (3)

17 November 1980

MINIMUM ESSENTIAL REQUIREMENTS FOR DO WORD PROCESSING

Security Requirements:

The equipment must be TEMPEST approved for Hqs. use.

Light intensity on screen must be operator adjustable - must be able to darken screen completely.

The equipment must have a recovery program that can be used by the operator (not a vendor technician) for recovering classified information from a disc that can not be read by the system because of inadvertant damage to or fatigue of the preformatted program. The recovery program must also be able to recover information accidently deleted from the index by the operator.

Physical Requirements - The system must have the following physical aspects:

CRT workstation and letter-quality printer are both desk-top models

There must be a buffer between the CRT and disc - if information is deleted from the screen by accident, it will still be on the disc.

Each terminal is an intelligent terminal

Software controlled

Option of dual disc or single disc terminal. Dual disc terminals are necessary to perform recovery operations, duplicate discs, etc.

Option of two terminals sharing one printer.

Minimum of 24 lines of text displayed to the operator in addition to any status or command lines

X-Y cursor movement on screen.

Status line showing margins, tabs, indents, line and character spacing, page length, and the horizontal and vertical position of cursor on a continuum during operation.

Video prompting/verification of all functions.

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Colors on screen not from the blue scale, must be from the yellow-green scale. According to an Auerback report, it has been scientifically proven that the eye can best distinguish color from the yellow-green scale.

Characters on the screen - a minimum 7x9 dot matrix character in a minimum 10x17 field.

There must a minimum of a half-character's width between characters and a half-character's height between lines of information

Capability of functioning at a temperature of 95 F with 55% humidity or equivalent through 100 F with 38% humidity.
(See HHB [REDACTED])

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Functional Requirements - The system must fulfill the following functional requirements:

Ease of Use - Operator commands must be sufficiently easy and logical for an officer to use.

Local Mode - Operator must be able to type directly onto paper (without interrupting the video display) to produce those items which do not need to be formatted or stored and recalled.

SIMULTANEOUS VIDEO AND PRINTER OUTPUT FROM KEYBOARD - for formatting forms

REPEAT KEYS - All alphanumeric and punctuation keys must have auto repeat.

Dual Disc Units - The system must fulfill the following functions:

operator has the option that provides the capability of simultaneous input/output from either disc drive, i.e., edit one page or document while printing another from the same disc drive; edit or print from one disc drive while editing or printing from the other disc drive.

ability to access all functions on either disc drive

dual disc units are necessary to utilize recovery programs

Text Editing - The system must support the following text editing functions:

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automatic centering:

word, line, paragraph, block, page - (not line by line)

automatic formatting and reformatting

automatic page numbering starting with any given number

automatic pagination and repagination

automatic underscore with underscore delete which does not remove character underscored

automatic word wraparound within preset or operator-set margins

Continuous smooth horizontal cursor movement (cursor does not jump every 10 to 20 spaces)

Constant cursor - (cursor does not blink)

Split cursor - (a constant cursor at top or bottom of screen which moves horizontally only - helps locate the X-Y cursor)

forms fill-in with tab to next space to be filled in

must be able to amend a block of text within form

horizontal scroll which is continuous across screen to 250 characters

justification by line, paragraph, page with video verification

required and discretionary hyphen control

multi-level header & trailers

widow/orphan control

block text copy

insert/delete with auto word wrap/reverse word wrap:

character
word
line
block
paragraph
page

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recorded tabs:
left flush
right flush
decimal
dot leader

tabs stored with document

columns:

swap/delete each as a block, not line by line

add column between others

insert line in one column without manually
readjusting the lines of other columns

highlight item to be moved/deleted

Software Options - The system must support the following
software options:

must be able to delete an entire page, document or disc
with one set of commands

document delete takes effect simultaneously on index and
text

alphanumeric file name appears automatically in disc
index, appears in alphanumeric order, not in order created

index shows number of pages of each document

index can be rearranged - capable of filing several pages
or documents together to form a single text or delete
individual pages from a document within the same disc.

orphan/widow control

output produced in pre-determined format(s)

Provide for optional records management facility which:

allows for multi-line records

has alpha/numeric sort

can select from 5 fields on one pass

can format and store selected material automatically

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Global search, replace

Recovery program which:

can be used by operators, not vendor technicians
recovers and duplicates information

Storage & Output - The following storage and output requirements must be provided:

Print all characters on a 96-character print wheel

Available printwheels must include OCR-A

Letter-quality printer with:

10, 12, 15 pitch and proportional spacing

minimum 45 cps print speed

line spacing - 1, 1 1/8, 1 1/4, 1 3/8, 1 1/2, 2,
infinite (forms preparation).

capability of multiple copies (original plus
2 copies)

Repaginate and print in background mode

Printer must accept sheet feeder and forms tractor

Interface Requirements

OCR-A type font for cable preparation

The DO plans to equip all DO divisions and staffs with vendor leased word processors as an interim measure until the Agency standard is available in sufficient numbers. Listed below is the number of units the DO anticipates it will require for FY81-84.

FY81	60
FY82	120
FY83	180
FY84	120

ADMINISTRATIVE INTERNAL USE ONLY

Administrative - Internal Use Only

MEMORANDUM FOR THE RECORD

STATINTL FROM: [redacted] Chief, Procurement Division, OL

SUBJECT: Word Processing Equipment

STATINTL

STATINTL 1. On 6 November the undersigned and [redacted], Chief, ADP&EB/PD, met with the Director and Deputy Director of ODP to discuss word processing problems currently being encountered by ODP and OL in our joint attempts to satisfy Agency requirements. The impetus of the meeting was a complaint-levied by [redacted], Chief, IMS/DDO, concerning the difficulties he is experiencing in acquiring Lanier word processing equipment to support "urgent operational requirements."

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STATINTL 2. Mr. Johnson informed us that both he and [redacted] had had conversations with [redacted] during the past week. [redacted] alleges that "delays in the acquisition of Lanier word processing equipment is seriously impacting DDO operations." [redacted] stated that he had submitted requirements for 14 word processors in May 1980, and these units have yet to be received by the DDO. Such a state of affairs in his eyes is intolerable. I informed Mr. Johnson that Procurement Division had received requirements for 12 Lanier word processors on 4 August 1980. There was evidence in our files to indicate that ODP had significant discussions with IMS in June and July 1980. The requirements were for FY-81. Since they were received in August, when the focus of Procurement Division's efforts is oriented towards satisfying year-end acquisition requirements, the Contracting Officer responsible had not had time to place these orders for a 1 October 1980 effectivity date.

STATINTL 3. Further, the CO's examination of the requirements brought forth significant substantive questions concerning selection of Lanier for award. In discussions with the IMS staff in October, the Contracting Officer learned that IMS is currently studying the need for approximately 60 additional machines. [redacted] was informed that the DDO desired to lease additional Lanier equipment based on compatibility with the existing Lanier word processing stations. Such an action is tantamount to standardizing Lanier as a DDO word processing unit. I told Mr. Johnson I had adopted a position that such a course of action is not justifiable in view

Administrative - Internal Use Only

SUBJECT: Word Processing Equipment

of statutory and regulatory requirements for an open and objective, competitive process. Nevertheless, PD had agreed to lease the 12 units on an interim basis to support DDO's current operational requirements. This action is premised on IMS' agreement to develop a generic set of requirements that will be used for a competitive procurement to satisfy DDO requirements for the next two to three years. Mr. Johnson accepted this as a responsible solution to the problem.

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4. Mr. Johnson also mentioned that [REDACTED] had alleged there are 14 machines that have yet to be placed. I informed Mr. Johnson that we are aware of two additional machines that are being held up in D/Division, ODP, pending resolution of discussions with IMS. I informed Mr. Johnson that if this requirement is forwarded to PD, we will take immediate action to award a contract to Lanier on the same basis as the 12 machines discussed above.

5. The discussion then shifted to a general approach to an acquisition strategy for word processing equipment. Mr. Johnson was aware that ODP Applications and Procurement Division had discussed the need for a generic word processing requirement. This discussion had come about because of a previous de facto standardization program initiated by NFAC that had concluded with a sole source procurement of NBI 3000 word processors. I told Mr. Johnson that we were extremely unhappy with that procurement process because it is our belief it would not be sustained in the event of a GSA management audit. We had accommodated the situation by defining it as an interim upgrade system. The generic requirement was to be competed for a permanent solution to this issue. Mr. Johnson responded by stating that it had taken ODP a full year to develop the necessary software program to interconnect the NBI 3000 system with ODP's VM 370 network. He stated that he does not have the resources to develop such software packages for each type of word processing equipment that requires interconnect capabilities. For that reason, he would like to limit the field for word processing units having interconnect capability to the following three vendors: Delta Data, NBI, and IBM. The first two vendors have interconnect capability, and he stated IBM always guarantees interconnect capability on its systems. Therefore, the IBM display system should fall within the same framework.

6. I responded that it appears that there is a rational basis to limit the field of competition for interconnect word processing equipment for the next two to three years; however, it would be up to ODP to articulate a persuasive objective basis for making such an administrative determination. I told him, in

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principle, I find what he is proposing to be acceptable provided the necessary factual areas are developed. Regarding word processing units that do not require interconnect capability, it was agreed that it should be possible to develop generic requirements that will satisfy the vast majority of Agency needs for such equipment. There is a subsidiary issue concerning NACSEM 5100 (TEMPEST) certified word processors.

7. It was agreed that, if such a generic statement is developed, a competitive requirements contract might be negotiated for Agency word processing equipment to satisfy requirements for the next two to three years. This two-tier approach of a limited system interconnect capable word processing field, and full competition on stand-alone word processors, should satisfy Agency requirements. It was agreed that Mr. Johnson would discuss the matter with the Deputy Director of Applications concerning the development of a stand-alone, generic requirement, and he would also task appropriate ODP personnel to prepare necessary staff papers justifying the limitation of system interconnect capable word processors to the three firms mentioned above.

8. I agreed to check to ensure that Procurement Division indeed did not have any additional IMS word processor requirements. On 7 November the undersigned ascertained that all IMS requirements (12 units) have indeed been awarded. Two units were delivered, and the balance due in by 30 November.

9. On 7 November the undersigned informed the Director, ODP, that two of the 12 Lanier word processors were already installed in DDO, and the balance is due in on or before 30 November 1980. I also informed Mr. Johnson that a memorandum was being forwarded to C/IMS setting forth the basis for limiting the Lanier contract to an interim award, pending receipt of a generic specification from IMS for DDO-wide word processing requirements. Mr. Johnson requested that the memorandum not be sent at this time, since he was meeting with [REDACTED] that day and would be raising the issues set forth above. Mr. Johnson contacted the undersigned after the meeting and stated that [REDACTED] agreed to the proposed development of a generic specification for stand-alone word processors for Agency-wide application. He also stated that [REDACTED] was delighted to know that the requested Lanier units will be in place by the end of November. Subsequent to this conversation, ODP forwarded the IMS request for two additional Lanier word processors. The order was placed immediately.

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ROUTING AND RECORD SHEET

SUBJECT: (Optional) Word Processing Equipment				
FROM:		EXTENSION		NO.
[REDACTED]		[REDACTED]		DATE 14 NOV 1980
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. Director, Office of Data Processing		11/20	J	copies to BOD C/ED C/DD
2. 2D00 Hqs E O		18 NOV	AD	
3. DD		13 NOV	EU	
4. CIMS		18 NOV	AB	
5. DD/A				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15. ERNA FILE				

ROUTING AND RECORD SHEET

SUBJECT: (Optional)				
FROM:		EXTENSION		NO.
Chief, IMS				DATE
TO: (Officer designation, room number, and building)		DATE		OFFICER'S INITIALS
		RECEIVED	FORWARDED	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1.	Director, CDP		11/19	J
2.	EO			
3.	DD		11/20	CS
4.	C/MS			
5.	DDIA			
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

1-5 Ed - The IMS "summary of essential requirements" is quite comprehensive. How much of this can/will/should we include in our RFP? How do you feel about including IMS (and perhaps other Directorate reps) in the valuation team?

25X1A [Signature]

(A copy of [redacted] MFR is en route to you.)

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