

PROCUREMENT MANAGEMENT STAFF, OL  
WEEKLY REPORT  
Week Ending 19 January 1988

1. Status of Tasks Assigned by Senior Management:

NO  
25X1  
On 13 January, the Chief, Procurement Management Staff (OL/PMS) and the Procurement Executive met with representatives from the Office of the Comptroller and the Offices of Finance (OF) and Information Technology and Logistics to review first quarter procurement activity. The yearend notice approved by the Comptroller was also reviewed. All expressed agreement with changes being implemented for fiscal year (FY) 1988. [redacted]

2. Major Events That Have Occurred During the Preceding Week:

a. Procurement Note (PN) Status:

NO  
25X1  
PN 192, Work in Process Reports, was approved by the Director of Logistics (D/L) and distributed to all procurement elements on 15 January. [redacted]

b. Contract Officer Intern Program (COIP):

25X1  
NO  
25X1  
(1) [redacted] wrote an item of interest on the COIP for the Logistics Career Board meeting to be held the week of 18 January. [redacted]

25X1  
(2) The design of the COIP certificate has been submitted to Printing and Photography Division, OL, for preparation. [redacted]

c. Agency Contract Review Board (ACRB) Activities:

25X1  
NO  
NO

SUBJECT: OL/PMS Weekly Report for the Period Ending 19 January 1988

*PE has talked OLC re this*

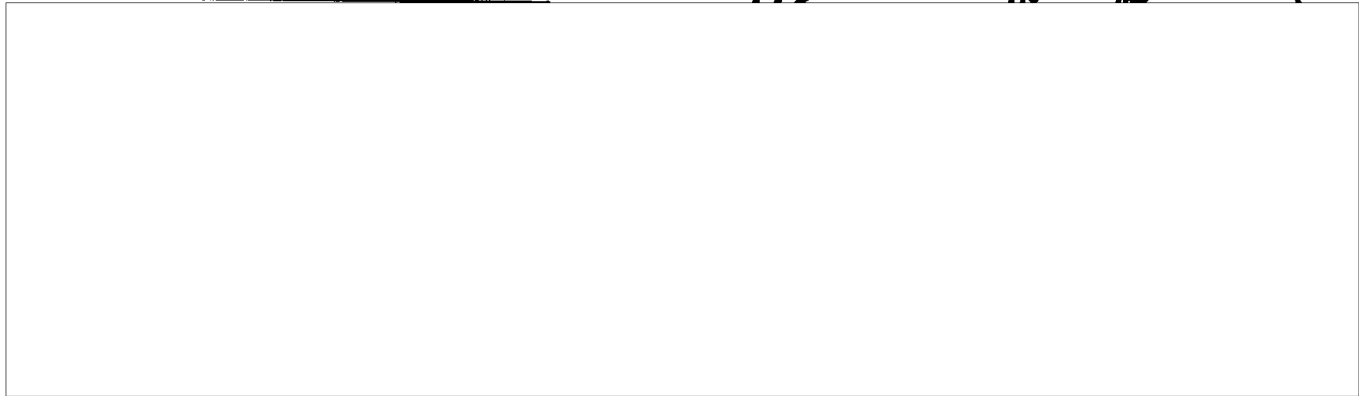
*PE: What is going on here creating a monster!*

d. CONIF Activity:

(1) CONIF input 184 contracts and 131 amendments into its system during the past week. (AIUO)

*NO*

e. Automation Activities:



25X1

*NO*

(2) [redacted] Chief, Processing and Analysis Technology Group, ORD, met to discuss potential computer applications to the procurement process. In particular, he will be supportive in development of the large contract spreadsheet now being developed in OL/PMS for the Office of Development and Engineering to assist that component during a large upcoming procurement (request for proposal through award).

25X1

*NO*

(3) [redacted] met with [redacted] OD&E, to receive work breakdown structure data on a large upcoming OD&E contract (estimated \$150 to \$200 million). OL/PMS has begun work to build the large elaborate LOTUS 1.2.3 spreadsheet needed to support this contract.

25X1

25X1

*NO*

(4) [redacted] met with [redacted] to discuss and gather materials for putting portions of the Contract Process Course (for contracting officer's technical representatives) on the four COMPAQ portable computers recently approved for purchase by OL. [redacted] will provide data in about two weeks, and OL/PMS will begin building the computer programs for the 2-day negotiation exercise which is part of the class. We expect to have acquired and loaded the computers in time for the February class running. Other portions of the course will be subsequently added.

25X1

25X1

*NO*

(5) The Contract Team Local Area Network Working Group (CTLAN/WG) held its second meeting in its continuing epic quest to define the optimum way to automate portions of the contract

25X1

*NO*

C O N F I D E N T I A L

*on is he developing into an ADP guru.*

*is... the nuts + bolts of procurement*

25X1

SUBJECT: OL/PMS Weekly Report for the Period Ending 19 January 1988

teams activities, in coordination with CONIF, CLAS, and other offices' ADP plans. [redacted]

25X1

(6) [redacted] visited the [redacted] Building [redacted] for a demonstration by SEI on its procurement management software (PROMIS +). This software system is to be investigated by the CTLAN/WG as a candidate for purchase and use by OL contract teams. [redacted]

25X1

25X1

NO

25X1

(7) [redacted] visited Advanced Projects International for a demonstration of an advanced optical reading and search system being conducted for the Intelligence Community. This type of system may possibly have applicability to the procurement process. [redacted]

25X1

NO

25X1

f. Government-Furnished Property (GFP) Report:

Amendment No. 3 to the annual GFP report was written, signed, and forwarded to the appropriate offices. [redacted]

25X1

NO

g. Training:

(1) [redacted] reported that she is gathering information, justifying OL/PMS sponsorship of a workshop pertaining to interpersonal communication skills and image management. A memorandum was drafted to submit to the Office of Training and Education in the first step toward approval. [redacted]

25X1

NO

25X1

25X1

(2) [redacted] is in the second week of a 3-week course as part of his fulfillment of the Career Training Program. [redacted]

25X1

NO

25X1

(3) [redacted] reported that she has designed and created an evaluation sheet for internal monitoring of procurement courses by OL/PMS. [redacted]

25X1

NO

h. General Services Administration (GSA) Bulletin Board:

During this reporting period, OL/PMS received the crosstalk software required for accessing the "GSA Bulletin Board." The Wang personal computer is in place and, as soon as the software and modem can be installed, data on ineligible, suspended, and debarred contractors can be accessed weekly. [redacted]

25X1

NO

i. Industrial Review Panel (IRP) Meeting:

Seven cases were reviewed at the 14 January IRP meeting, with [redacted] representing OL. [redacted]

25X1

NO

C O N F I D E N T I A L

SUBJECT: OL/PMS Weekly Report for the Period Ending 19 January 1988

3. Upcoming Events:

25X1

(1) [redacted] will visit the Directorate of Intelligence Contract Team on 20 January for a demonstration of the FARA system. [redacted]

25X1 NO

25X1

(2) [redacted] will talk with the Deputy Chief, Commercial Systems and Audit Division, OF, this week regarding the contract settlement process. It is hoped that the outcome of this meeting, which will also be attended by the Deputy Chief, Audit and Certification Division, OF, and a representative from the Contract Administration and Settlement Branch, Procurement Division, OL, will be a positive approach to expediting the settlement process. [redacted]

25X1

25X1

NO

(c) [redacted] will meet with a representative from Price Waterhouse and Company this week to provide information and possibly data from CONIF regarding the competition of contracts. [redacted]

25X1

4. Management Activities and Concerns:

OL/PMS will continue to keep senior management apprised of significant management activities and concerns as appropriate.

25X1

NO

*I hope this goes w/o saying*

C O N F I D E N T I A L