

WEEKLY REPORT FOR AGENCY CONTRACTS GROUP

FOR PERIOD ENDING

04 OCTOBER 1988

1. Progress Report of Tasks Assigned by the DCI/DDCI:

No tasks assigned during this reporting period.

2. Items or Events of Major Interest That Have Occurred During the Preceding Week:

a. Agency Contracts Group, Office of Logistics, exercised the FY-89 option and increased the funding by \$1.5 million on a time-and-materials contract written on behalf of the Office of Logistics Facilities Management Group with Moving Services on 28 September 1988. The purpose of this action is to continue relocation to the New Headquarters Building. [REDACTED]

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b. Agency Contracts Group, Office of Logistics, negotiated with Educational Testing Services (ETS) on behalf of the Office of Medical Services (OMS)/Applicant Medical Selection Division/Selection Evaluation Branch. ETS in conjunction with OMS will prepare and implement the Professional Applicant Test Battery examination for applicants to this Agency at a cost of \$278,946. [REDACTED]

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c. On 30 September 1988, two representatives of the CORE Team/Agency Contracts Group, Office of Logistics, visited the Directorate of Intelligence (DI) Contracts Team. The purpose of the visit was to gain an appreciation for the FARA contracts system. The Core Team expects a local area Network Computer System in early November that will utilize similar computer programs. Much relevant information was learned during the discussion and practice session held at the DI Contracts Team location. [REDACTED]

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

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i. On 20 September 1988 a request for stock replenishment was received in Agency Contracts Group, OL. The request was for a quantity of 1500 toner cartridges for use with Canon PC-10's, PC-20's and PC-25 copiers. The cartridges are available on GS schedule, however due to the large quantity a price was negotiated that resulted in a cost savings of \$6,588.60. Total contract was \$103,459.00.

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j. ~~A member of the General Procurement Team along with a member of the Copier Management Branch met with two representatives from Canon USA. The purpose of the meeting was to determine the most cost effective way to rent and maintain the Canon copiers that are currently under contract and those that have yet to be placed.~~ It was found that by utilizing a clause in Canon's GSA contract the Agency can obtain a 5% to 10% discount on machines located in the same geographic area. By utilizing this option the Agency can save thousands of dollars over the course of the fiscal year.

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3. Significant Events Anticipated During the Coming Week:

The Agency Contracts Group, Office of Logistics, is preparing a competitive solicitation on behalf of the Deputy Director of Administration, Office of Training and Education, for the modification and conduct of the "Looking Glass Workshop". The purpose of the course is to help the Agency's mid-level managers to develop, update, and maintain management skills. Approximately six to eight sessions of the course are conducted each fiscal year. Issuance of the Request for Proposal is scheduled for the week of 3 October 1988, and it is expected that a firm-fixed-price contract will be negotiated as a result.

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4. Management Activities and Concerns:

None

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