

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

1. Status of Tasks Assigned by Senior Management:

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. (U)

NO

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

a. Procurement Note (PN) Status:

PN 192, Work in Process Reports, was approved by the Director of Logistics (D/L) and distributed to all procurement elements on 15 January. (U)

NO

b. Contract Officer Intern Program (COIP):

(b)(3)

(1) [redacted] wrote an item of interest on the COIP for the Logistics Career Board meeting to be held the week of 18 January. (U)

NO

(2) The design of the COIP certificate has been submitted to Printing and Photography Division, OL, for preparation. (U)

NO

c. Agency Contract Review Board (ACRB) Activities:

(1) The ACRB convened on 12 January in an executive session to review a Directorate of Operations (DO) docket with a contract value of [redacted]. It was decided that a limited competition between two contractors would be conducted by Special Activities Staff, DO, in lieu of the sole source award as proposed in this docket. (U)

NO

(b)(3)

(2) Three dockets, with a total dollar value of [redacted] were reviewed by the Board on 19 January. All three cases were recommended by approval by the D/L with no caveats. (U)

NO

(b)(3)

[redacted]

(b)(3)

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*PE has to
talked
OL no
this*

*PE.
What is going
on here
are we creating
a monster!*

d. CONIF Activity:

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

e. Automation Activities:

(1) A group from the Agency visited Texas Tech on 11 January to discuss specific computer software application. The group consisted of three Agency employees [redacted] Lora A. Mackin, [redacted] Ron and Betty Meikle of Systems Exploration, Inc. (SEI), and [redacted] of the Automation Institute at Texas Tech. Texas Tech does contractual work for SEI and has helped develop procurement management software. The Office of Research and Development (ORD) and OL are evaluating possible support to [redacted] in FY 1988 for development of a computer expert system for contract generation. (U)

(b)(3)
(b)(6)
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(b)(6)
(b)(3)

(2) [redacted] and [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). (U)

(b)(3)
(b)(3)

(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. (U)

(b)(3)

(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. (U)

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(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

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*on is he
developing into
an ADR group.*

*is [redacted] rather
approval to the nuts +
bolts of program (b)(3)*

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teams activities, in coordination with CONIF, CLAS, and other offices' ADP plans. (U)

(6) [redacted] Mrs. Mackin, and [redacted] visited the Lancaster Building at Tyson's Corner 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. (U)

(b)(3)

NO

(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. (U)

(b)(3)

NO

f. Government-Furnished Property (GFP) Report:

Amendment No. 3 to the annual GFP report was written, signed, and forwarded to the appropriate offices. (U)

NO

g. Training:

(1) Lorene B. Dorr 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. (U)

NO

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

(b)(3)

NO

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

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. (U)

NO

i. Industrial Review Panel (IRP) Meeting:

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

(b)(3)

NO

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3. Upcoming Events:

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

(b)(3)

NO

(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. (U)

(b)(3)

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. (U)

(b)(3)

NO

4. Management Activities and Concerns:

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

NO

I hope this goes w/o saying

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