

From: [REDACTED]
Sent: Saturday, September 15, 2007 9:32 AM
To: [REDACTED]
Subject: FW: IR Invoice for PST Inventory Work
Importance: High

[REDACTED]

Let's discuss on Monday. Has InfoReliance provided any deliverables under purchase order OAS-CIO-P-07-0021?

Executive Office of the President (EOP)

[REDACTED]
Contracting Officer

P) [REDACTED]
F) [REDACTED]

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From: [REDACTED]
Sent: Friday, September 14, 2007 5:18 PM
To: [REDACTED]
Cc: [REDACTED]
Subject: IR Invoice for PST Inventory Work

[REDACTED] from IR called me today, questioning why we rejected the first invoice for the PST management inventory system, OAS-CIO-P-07-0021. I told him that [REDACTED] and I discussed the invoice, (the amount was just over 23,000, 1/3 the total contract value) and we did not think 1/3 of the deliverables had been received. The contractors do not have OSEP clearances, there has been a kickoff meeting and [REDACTED] received a project plan but we have not received the draft requirements document.

[REDACTED] said that IR was entitled to the first payment because the contract is fixed price, it is a 90 day contract and 30 days have passed. I told [REDACTED] that I was following normal procedures for processing the invoices by conferring with [REDACTED] (the COTR) to verify that payment should be made. I also told [REDACTED]

9/15/2007

HOGR70A-030016

that I was not a contracting officer and that if he wanted to dispute our rejection of the invoice he needed to speak to [REDACTED] I just wanted everyone to know this info FYI. Thank you

9/15/2007

HOGR7OA-030017

**PST Inventory Management System
Kick-off Meeting Agenda**
August 16, 2007

EOP: Office of Administration, Procurement Division, [REDACTED],
Office of Administration, Information Systems and Technology, [REDACTED]

You are invited to attend the kick-off meeting for the PST Inventory Management System at 1:00 p.m. to 2:00 p.m. on Thursday, August 16, 2007 at 1800 G Street, N.W., Washington, DC, OCIO Conference Room

I. Introductions

*Blackberries
5-1405*

a. Roles of the Government's contract management team members

- [REDACTED] *Contracting Officer's Technical Representative (COTR)*
Role: Monitor Contractor Performance, Coordinate day-to-day matters
Contact information – email: [REDACTED]@oa.eop.gov Phone: [REDACTED]
- [REDACTED] *Contracting Officer (CO)*
Role: Statutory and regulatory authority to award, changes, modify and terminate order with unlimited authority.
- Services Delivery Improvement Branch
[REDACTED] Branch Chief, Service Delivery Improvement
Role: Provides technical guidance

b. Roles of the Contractor's contract management team members

- | | |
|---|--|
| <ul style="list-style-type: none">• <i>Account Director:</i>
[REDACTED]
[REDACTED]@inforeliance.com• <i>Engagement Manager:</i>
[REDACTED]
[REDACTED]@inforeliance.com• <i>Senior Application Consultant:</i>
[REDACTED] PMO Support
Contract new at EOP
[REDACTED]@inforeliance.com
[REDACTED]@oa.eop.gov• <i>VP Operations:</i>
[REDACTED]
[REDACTED]@inforeliance.com | <ul style="list-style-type: none">• <i>Project Manager:</i>
[REDACTED]
[REDACTED]@inforeliance.com• <i>Business Analyst/ PM Assistant:</i>
[REDACTED]
[REDACTED]@inforeliance.com• <i>Principal Consultant:</i>
[REDACTED]
[REDACTED]@inforeliance.com• <i>Application Consultant:</i>
[REDACTED]
[REDACTED]@inforeliance.com |
|---|--|

Front person until Keri returns in 3-weeks

c. Do we have Non-Disclosure Agreements (NDAs) (signed faxed copies) for all the people?

i. Yes/No: _____

ii. Are there any people not here that are involved in this order?

1. Yes/No: . If yes, list names and roles:

2. [Redacted]
3. [Redacted]

4. Do we have signed faxed copies of their NDAs?

a. Yes No

d. Has InfoReliance Corporation sent by FedEx, the original signed copies of all NDAs?

1. Yes No *Hand-carried to today's mtg.*

2. Do we have the FedEx tracking numbers?

e. Does InfoReliance Corporation anticipate additional employees to be added during the performance of this order? Explain.

i. _____

II. Review of Task Order: PST Inventory Management System Development Services, CLIN 0001: Exchange Inventory Management System
Optional CLIN 0002: Exchange Inventory Management Search Tool

- a. Fixed Price: \$69,287.20
- b. Option on Fixed Price \$9,707.60
- c. The Contractor shall perform tasks that are described in the SOW
- d. The base period has a period of performance of 8/13/07 – 11/12/07

III. Review of Deliverables

- a. 5.2.1 – Kick Off Meeting
- b. 5.2.2 – Weekly Status Report
- c. 5.2.3 – Project Plan/Project Schedule
- d. 5.2.4 – Systems Requirements Report
- e. 5.2.5 – Detailed System Design Document
- f. 5.2.6 – Quality Assurance
- g. 5.2.7 – Acceptance Testing Procedures
- h. 5.2.8 – Production Software Code and Documentation
- i. 5.2.9 – Production Support and Implementation

IV. Review of Special Terms and Conditions

- a. Contractor should review the entire order, ~~Modification #1~~, Offer, and RFQ, especially for the following specific terms and conditions:
 - i. Potential Conflicts of Interest
 - ii. Prohibition of Advertising of Award
 - iii. Security Safeguard
 - iv. Personnel Security Requirements
 - v. Drug Testing
 - vii. Computer Security
 - viii. Restriction Against Disclosure

V. Invoicing Instructions

- a. Per the order, Fax Invoices to [REDACTED]
- b. Do not mail invoices
- c. On the Invoice, provide the following:
 - i. Name and address of the payee
 - ii. Invoice date and invoice number
 - iii. Taxpayer ID #
 - iv. Electronic funds banking information, including bank routing number
 - v. Order number

VI. Technical Directions

- a. The following questions were raised by the Contractor:

- i. _____
- ii. _____
- iii. _____
- iv. _____

- b. Other questions:

- i. _____
- ii. _____
- iii. _____
- iv. _____
- v. _____

VII. Directions to the Contractor

- a. Any substantial changes, including changes to price, delivery, quantity, or quality under the terms of the order will be provided by the Contracting Officer, or authorized alternate Contracting Officer. For Contractual questions, contact the CO.
- b. The COTR may issue any interpretations or guidance of the technical requirements, in accordance with the terms and conditions of the order. For Technical questions, contact the COTR.
- c. Contractor is responsible for notifying the CO if they are directed to perform any services outside the scope of the order.