

[REDACTED]

From: [REDACTED]
Sent: Thursday, August 16, 2007 10:57 AM
To: [REDACTED]
Subject: RE: kickoff agenda August 16 07.doc
Importance: High

- I. [REDACTED] - Please add the following back into the Agenda if I'm not too late.
- II.
- III. 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 ✓
 - ~~vi. Prohibition of Advertising of Award~~
 - vii. Computer Security ✓
 - viii. Restriction Against Disclosure ✓

Executive Office of the President

[REDACTED]
 Contracting Officer

P
 H

CONFIDENTIALITY NOTICE:

This e-mail message and any attachments to this e-mail message may contain private and confidential information belonging to the sender. The information is intended only for the use of the individual or entity to whom it is addressed. Please do not forward this message without permission. If you are not the intended recipient or the employee or agent responsible for delivering it to the intended recipient, you are hereby notified that that any disclosure, copying, distribution or the taking of any action in reliance on the contents of this transmission is strictly prohibited. If you have received this transmission in error, please notify us immediately by telephone on [REDACTED] or return e-mail and delete and destroy the original e-mail message, any attachments thereto and all copies thereof.

From: [REDACTED]
Sent: Thursday, August 16, 2007 9:18 AM
To: [REDACTED]
Cc: [REDACTED]
Subject: kickoff agenda August 16 07.doc

[REDACTED]

Please find the latest Kick-Off Agenda.

8/16/2007

HOGR70A-030021

Project Kick-Off

Presented By:

info | **RELIANCE**

Executive Office of the President: Office of Administration
Exchange-Inventory Management Contract
16 August 2007

9990 Lee Hwy, Suite 450

Fairfax, VA 22030

www.inforeliance.com

Phone: (703) 246-9360

Fax: (703) 246-9331

Agenda

- Introductions
- Overview
 - Objective, Scope, Detail
 - Tasks and Deliverables
- Project Team Overview
 - Project Roles
 - Team Contact Information
- iFrame – InfoReliance Solution Delivery Framework
- Key Discussion Points
- Points of Contact
- Q & A

Overview

Objective, Scope, and Detail

Objective

To improve and maintain the current processes for obtaining and managing the Microsoft Outlook Personal Storage Table (PST) inventory system within the Executive Office of the President.

Scope

This effort shall include all elements of software development, configuration, and implementation necessary to manage the PST inventory system. This includes reporting about key processes on a daily bases, obtaining statistical information for messages contained within new and existing PST files, a database that tracks all PST files, and a final daily or weekly report showing daily messaging quantities by component.

Contract Details:

Effective Award:	13 August 2007
Award Receipt:	10 August 2007
Kick-Off:	16 August 2007
Award Value:	\$78,994.80 (Ceiling) / \$69,287.20 (Funded) / CLIN 0002 \$9,707.60 (Option)
Contract Type:	FFP
POP:	13 August 2007 through 12 November 2007
Order Number:	OAS-CIO-P-07-0021
Issuer:	Ms. [REDACTED] EOP, OA, Procurement Branch
COTR:	Mr. [REDACTED] @oa.eop.gov

H06R70A-030024

Tasks

- **Task 1: Modifications to Program for Obtaining Statistical Information About PST Files**
 - Develop a means for reporting on statistical information
 - Eliminate issues with daily counts and resolving dates
- **Task 2: Modifications or Replacement of PST File Inventory Database**
 - Provide recommendation for the database platform
 - Implement selected database platform upon approval
 - Ensure 100% database integrity and 100% accuracy in PST file information
- **Task 3: Quality Assurance Processes**
 - Provide measures of system performance
 - Maintain the use of Exchange journaling
 - Provide daily confirmation of all mail stores
- **Task 4: Development, Testing, and Acceptance Testing**
 - Provide source code and appropriate documentation
 - Provide test procedures and measurements
 - Provide status reports of the system operations prior to implementation
 - Provide deployment procedures

Overview

i|R

Optional Task

Modifications to Tool for Searching PST Files

- Provide robust querying capability including AND/OR/NOT searches on selectable fields
- Initiated from the web front-end
- Maintain a log of the work that the search agent is performing
- **\$9,707.60**

Overview

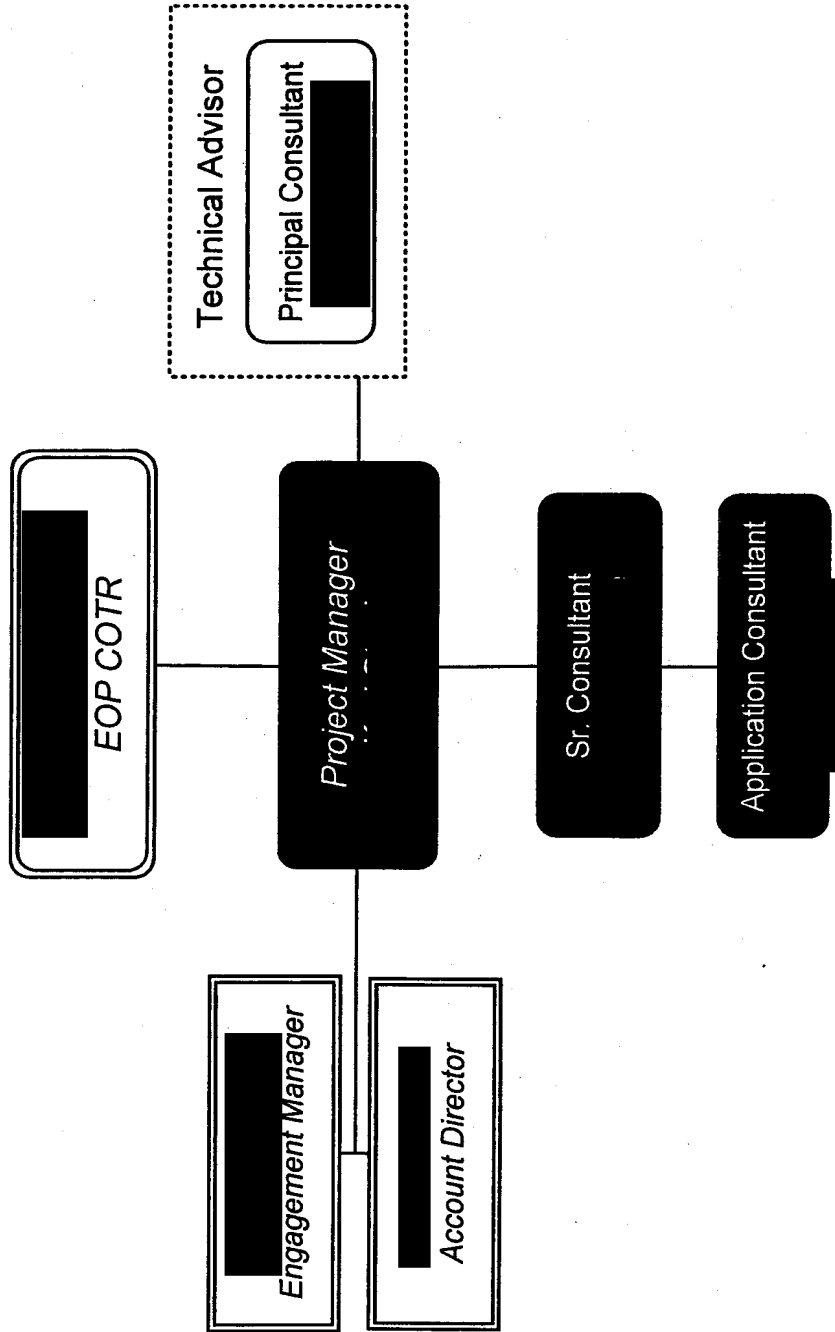
i|R

Deliverables

- Weekly Status Reports
 - Provided Monday of each week
- Project Plan/Project Schedule
 - Maintained in MS Project
 - Presented to COTR for approval
- Systems Requirements Report
- System Design Document
- Quality Assurance Plan
- Acceptance Testing Procedures
- Production Software Code and Documentation
- Production Support and Implementation
 - Provide daily onsite support for no less than ten workdays

Project Team Overview

Roles and Reporting Structure



Project Team Roles and Responsibilities



Team Contact Information

[REDACTED]	Account Director	[REDACTED]	[REDACTED]@inforeliance.com
[REDACTED]	Engagement Manager	[REDACTED]	[REDACTED]@inforeliance.com
[REDACTED]	Project Manager	[REDACTED]	[REDACTED]@inforeliance.com
[REDACTED]	Business Analyst	[REDACTED]	[REDACTED]@inforeliance.com
[REDACTED]	Senior Application Consultant	[REDACTED]	[REDACTED]@inforeliance.com
[REDACTED]	Principal Consultant	[REDACTED]	[REDACTED]@inforeliance.com
[REDACTED]	Application Consultant	[REDACTED]	[REDACTED]@inforeliance.com
[REDACTED]	VP Operations	[REDACTED]	[REDACTED]@inforeliance.com

iFrame – InfoReliance Solution Delivery Framework



Project Approach

	Description of Phase
<p>i FRAME</p> <ul style="list-style-type: none"> • Inception 	<p>Begins at contract award Develops common understanding among the stakeholders of successful engagement Validates:</p> <ul style="list-style-type: none"> • the functional and system requirements, and • relevant business processes
<ul style="list-style-type: none"> • Elaboration 	<p>Final design for the system will be presented to stakeholders focusing on:</p> <ul style="list-style-type: none"> • high-speed searching and verification of the accuracy of search results and • optimizations so that searches return as rapidly as possible <p>Includes significant interaction with end-users and stakeholders and results in well defined requirements documentation</p>
<ul style="list-style-type: none"> • Construction 	<p>Prototype in Elaboration phase enhanced for full production use Continues to refine requirements and iteratively develop additional capabilities</p>
<ul style="list-style-type: none"> • Transition 	<p>All activities needed to take functionally complete system and deploy to production. Includes:</p> <ul style="list-style-type: none"> • certification and accreditation by Information Assurance, • rolling out of relevant training, • providing support for maintenance work, • delivery of documentation

Key Discussion Points

i|R

Getting Underway

- Logistics
 - Places of Performance
 - Building Access/ Badges/ Name Check
 - Computer Access

 - Start Date for Work
- If computer access is not granted within 2-weeks; schedule will likely be impacted.*

Questions and Answers

info **RELLANCE**

A.4 DRAFT PROJECT SCHEDULE

The following project schedule is for a 90 day period of performance and will be regularly updated and maintained for resource management and reporting by the Project Manager. The schedule is inclusive of all CLINS (mandatory and optional tasks). Upon contract award, InfoReliance will provide a final version of the schedule within 5 business days of contract kick-off to reflect actual CLINS exercised.

