From:	and appearing a supplication of the supplicati		eparatings, or generalized the second of the
Sent:	Saturday, September 15, 2007 9:32	2 AM	
To:	Catarady, Coptomisor 10, 2001 0.00		•
Subject:	FW: IR Invoice for PST Inventory W	Vork	
Importance			
mportane			•
Let's discuss 0021?	on Monday. Has InfoReliance provide	ed any deliverables under purchas	se order OAS-CIO-P-07-
Executive	Office of the President (EOP)	•	
O t tim	- Officer		
Contracting	g Officer		
P)			· ,
F)			
CONFIDE	NTIAL NOTICE:		
confidentia the individual permission delivering distribution prohibited.	I message and any attachments information belonging to the second or entity to whom it is addressed. If you are not the intended recipient, you are not the taking of any action in real of the taking of any action in real or the taking of any action in real or the taking of any action.	ender. The information is intended in the seed. Please do not forward to ipient or the employee or against the hereby notified that that a eliance on the contents of this nission in error, please notify	ended only for the use of this message without ent responsible for any disclosure, copying, s transmission is strictly us immediately by
message,	on (200) 100 and or return e-many attachments thereto and all	copies thereof.	le original e-mail
From: Sent: Friday To: Cc:	, September 14, 2007 5:18 PM		· \.
Subject: IR	Invoice for PST Inventory Work		
was just over received.	from IR called me today, questionistem, OAS-CIO-P-07-0021. I told her 23,000, 1/3 the total contract value of the contractors do not have OSEP or oject plan but we have not receive	and I discussed to tue) and we did not think 1/3 of clearances, there has been a kick and the draft requirements documents	the invoice, (the amount the deliverables had been koff meeting and ent.
contract and	at IR was entitled to the first payment 30 days have passed. I told the conferring with the correction (the COTR)		edures for processing the

9/15/2007

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

9/15/2007

PST Inventory Management System Kick-off Meeting Agenda

August 16, 2007

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

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

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

Role: Monitor Contractor Performance, Coordinate day-to-day matters
Contact information – email: @oa.eop.gov Phone:

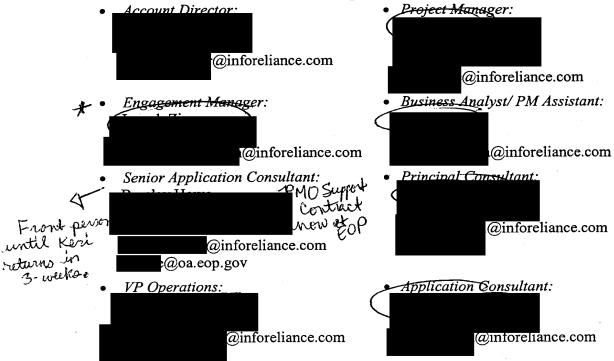
• Contracting Officer (CO)

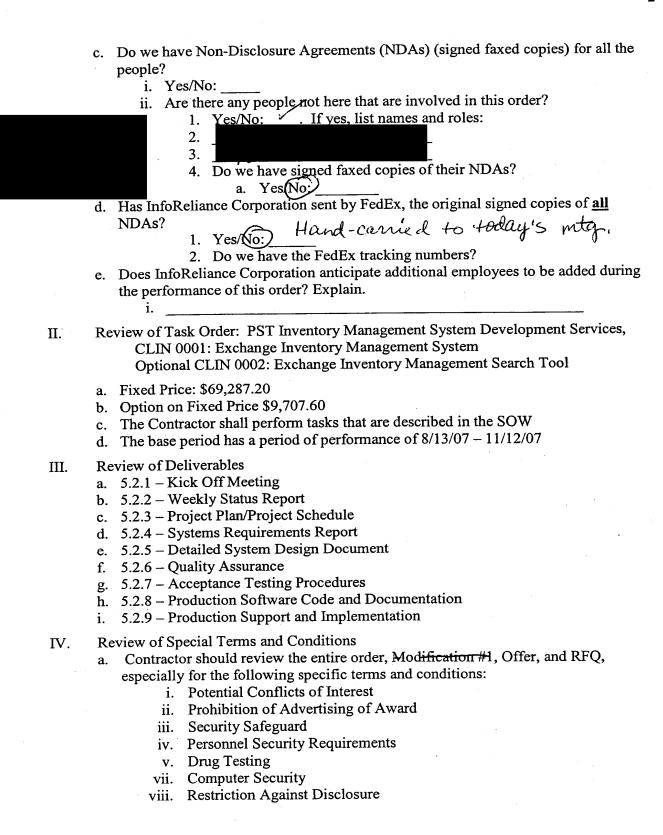
Role: Statutory and regulatory authority to award, changes, modify and terminate order with unlimited authority.

• Services Delivery Improvement Branch

Branch Chief, Service Delivery Improvement
Role: Provides technical guidance

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





V.	Invoicing Instructions		
	a. Per the order, Fax Invoices to		
•	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,

c. Contractor is responsible for notifying the CO if they are directed to perform any services outside the scope of the order.

HOGR7OA-030020

contact the COTR.