

From: Bowman, Randal
To: [Hartmann, Shelley](#)
Cc: [Katherine Gonyea](#); [Barnett, Teri](#); [Spano, Julie](#); [Stevenson, Jennifer](#); [Young, Kristin](#); [Cunningham, Monica](#); [Andrew W Havely](#); timothy_wight@ios.doi.gov; sylvia_burns@ios.doi.gov; [Oluwarotimi Abimbola](#); [Marcia Cash](#); [Bruce Downs](#); Lawrence_Ruffin@ios.doi.gov; [Eichenbaum, Louis](#); williemae_johnson@fws.gov; [Marilyn Brower](#); [Sirotzky, Pamela](#); [Tina Campbell](#); [Sharon Roberts](#); [Brendon Johnson](#); [George Fisher](#); [Rebekah Giddings](#); [Mike Coghill](#); [Murphy, Rosslyn](#); [Amy Holley](#)
Subject: Re: Update on DiscoverText procurement (was Re: Invitation: Discuss DiscoverText @ Thu May 11, 2017 7:30am - 8am (andrew_havely@ios.doi.gov))
Date: Wednesday, May 17, 2017 9:14:14 AM

If there is no official policy on this, why are we doing it now? Shouldn't this sort of action follow a policy decision, not precede it?

On Wed, May 17, 2017 at 10:08 AM, Hartmann, Shelley <shelley_hartmann@fws.gov> wrote:

Randal

FWS has not done the PIA or the security review as we did not see that procurement. We are working the contracting and finance to ensure that the correct UPCs are added to the FBMS for IT approval.

We are adding the clauses necessary to procurement but there is NO official policy from the PAM office or OCIO to the Bureau offices stating this is mandatory so it has created a lot of questions from the contracting staff. Not sure if the clauses were reviewed by the Solicitors office but that would be good to know.

Teri - I will have Katherine reach out to you as we were working on the PIA as well and we don't want to duplicate efforts.

On Tue, May 16, 2017 at 5:19 PM, Bowman, Randal <randal_bowman@ios.doi.gov> wrote:

Does their being on the GSA list cover these issues? and has FWS not already complied?

On Tue, May 16, 2017 at 5:14 PM, Barnett, Teri <teri_barnett@ios.doi.gov> wrote:
Hi All,

I just spoke to Marcia and she explained how FWS uses DiscoverText and the process of extracting and preparing comments for review. I started a privacy impact assessment (PIA) and will incorporate information from my discussion with Marcia, the Monuments notice and other sources. Marcia has agreed to help with the PIA and we will also work with the system owner to complete the assessment.

There are other privacy requirements I would like to ensure are implemented - specifically the privacy clauses and breach provisions that must be included in the SOW and the training that must be completed by the contractors. Who should I work with on these activities?

Thanks,
Teri

Teri Barnett, CIPP/G
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On Tue, May 16, 2017 at 1:18 PM, Bowman, Randal <randal_bowman@ios.doi.gov> wrote:

Thank you for the contract and the additional staff assistance.

On Tue, May 16, 2017 at 1:17 PM, Spano, Julie <julie_spano@ios.doi.gov> wrote:
Kristin,

I would have to agree with the change in the SOW, especially if the Department is going to be utilizing this vendor for future projects. I have talked with Rosslyn Murphy who is on my team and she is going to speak with George Fisher to expedite the Purchase Request so we can commence work. I've also asked Julia Bennett and Andrea Shorter of my staff to assist with the influx of comments that are being received and the anticipated 1 million more.

Thank you everyone for your assistance, it is greatly appreciated.

Julie

On Tue, May 16, 2017 at 12:52 PM, Young, Kristin <kristin_young@fws.gov> wrote:

All - Apologies for a follow up email on this topic. I learned this morning that nobody from FWS had reached out to the vendor to confirm that DOI could use the FWS licenses. The original proposal received from the vendor included pricing for licenses and services for the Department. After discussing this with the vendor this morning and with George Fisher, who is now handling this procurement, the order will need to include licensing and services. George now has a copy of the original proposal and has talked with the vendor. He'll also be working with Jennifer to secure the additional funding.

Looking ahead for future licensing requirements, we may want to consider revising the sow on a future order to allow for all DOI agencies to use the licenses if we believe this will be an ongoing need.

Again, my apologies but believe we have all of the information now. If you believe I'm still missing some of the info, please reach out.

Kristin Young
Chief, Division of Contracting and General Services
Bureau Procurement Chief
Office: (703) 358-2176 Cell: (703) 517-1279

On Mon, May 15, 2017 at 1:13 PM, Young, Kristin <kristin_young@fws.gov> wrote:

All - After conversations with Sharon Roberts, BPC for OS/IBC, we both agree having her office issue a new order for these services will be faster and more streamlined than having FWS issue a modification (a mod would require an IAA, adding an extra layer to the process requiring more time). The licenses will still be used as part of the FWS Contract (no mod needed) but the need for services in the amount of \$5,800 will be awarded as a new purchase order to the same vendor. Sharon and her team have reviewed the sow along with our existing PO and believe they can have this awarded before the end of the week (both are attached).

Sharon - As part of this email chain the funding to be used is listed below. I'm not sure who creates the PR's but they'll need this info.

The SIO's line of accounting is:

Cost Center: DS10100000
Funct. Area: DLSN00000.000000
WBS: DX10101
Fund: 178D0102DM

Going forward if anyone has additional questions feel free to reach out. Assuming Marcia and Tina will continue to be looped in from FWS but the contracting POC's do not need to be unless other questions come up.

Thanks so much and sorry I couldn't close this out on Friday.

Kristin Young
Chief, Division of Contracting and General Services
Bureau Procurement Chief
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On Fri, May 12, 2017 at 10:03 AM, Cunningham, Monica <monica_cunningham@ios.doi.gov> wrote:

The SIO's line of accounting is:

Cost Center: DS10100000
Funct. Area: DLSN00000.000000
WBS: DX10101
Fund: 178D0102DM

On Fri, May 12, 2017 at 12:45 PM, Stevenson, Jennifer <jennifer_stevenson@ios.doi.gov> wrote:

Hi,

Julie Spano or Monica Cunningham has the funding code. I'm copying

them in on the email so they can provide that to you.

Jennifer

Jennifer Stevenson

OS Print Services Specialist

US Department of the Interior

Assistant Secretary for Policy, Management & Budget

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Business and Administrative Division

1849 C Street NW - Room 5013

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Office (202)-208-3169

jennifer_stevenson@ios.doi.gov

On Fri, May 12, 2017 at 12:21 PM, Shelley Hartmann

<shelley_hartmann@fws.gov> wrote:

So we can't process as a PR as I thought. We will need to do an IAA or use

One of our RSAs to add funds for this.

Shelley Hartmann

Deputy ADIR

703-358-2004

202-412-5602

On May 12, 2017, at 12:17 PM, Bowman, Randal

<randal_bowman@ios.doi.gov> wrote:

I thought the funding was arranged, but had to leave the Thursday meeting before it was concluded. Jennifer is out today but is checking email periodically, and I will see if I can reach her by phone.

On Fri, May 12, 2017 at 12:11 PM, Andrew W Havelly

<andrew_havelly@ios.doi.gov> wrote:

All,

FWS have confirmed that they can modify their contract for DiscoverText to include the additional labor components indicated on Marcia's market research quote.

Jennifer, Randal: in order to proceed, FWS will need a funding code... you'll find the FWS team CCed on this email.

Marcia and survey response team: I think it is wise to review the modification in order to ensure that the

licensing and services you require are fully included before you execute (and so that you understand the cost)!

Thanks, all! I will follow up separately with our Information Assurance teams on next steps on that front.

-andrew



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From: Oluwarotimi Abimbola
<oluwarotimi_abimbola@ios.doi.gov>
Reply: Oluwarotimi Abimbola
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Date: May 10, 2017 at 3:30:52 PM
To: andrew_havely@ios.doi.gov
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Cc: sylvia_burns@ios.doi.gov <sylvia_burns@ios.doi.gov>
Subject: Invitation: Discuss DiscoverText @ Thu May 11,
2017 7:30am - 8am (andrew_havely@ios.doi.gov)

Discuss DiscoverText

[more details »](#)

Meet to discuss the use of existing FWS contract for
DiscoverText

When Thu May 11, 2017 7:30am – 8am Mountain Time

Where (b) (5) DPP OS-OCIO Sweet
Gum Conference Room 7115 MIB ([map](#))

Video call

(b) (5) CIP

Calendar andrew_havely@ios.doi.gov

Who

- oluwarotimi_abimbola@ios.doi.gov - organizer
- andrew_havely@ios.doi.gov
- timothy_wight@ios.doi.gov
- randal_bowman@ios.doi.gov
- jennifer_stevenson@ios.doi.gov
- Lawrence_Ruffin@ios.doi.gov
- teri_barnett@ios.doi.gov
- marcia_cash@fws.gov
- sylvia_burns@ios.doi.gov - optional

Going?

[Yes](#) - [Maybe](#) - [No](#) [more options »](#)

Invitation from [Google Calendar](#)

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Julie L. Spano

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