

From: Fisher, George
To: [Barnett, Teri](#); [Bowman, Randal](#); [Stevenson, Jennifer](#)
Cc: [Spano, Julie](#); [Young, Kristin](#); [Cunningham, Monica](#); [Shelley Hartmann](#); [Andrew W Havelly](#); [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](#); [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_havelly@ios.doi.gov))
Date: Tuesday, May 16, 2017 7:47:21 PM
Attachments: [SOW for DiscoverText Contract Services - 5.12.17 revised clean.docx](#)

Hi Teri,

This information can go into the Statement of Work as a starter or you can just send the clauses to me. Normally, legal clauses such as these do not belong in a SOW but, rather, are contract clauses and go in as agency custom clauses. But the SOW is good for starters and we can go from there. I have attached the SOW that I tweaked for the solicitation.

Not to re-invent the wheel but has legal reviewed these clauses and given their okay? I was hoping to have the solicitation ready first thing in the morning to send to the contractor with quotes due the next day and award by the Thursday COB.

Please let me know what I can do to support.

George Fisher
Contract Specialist

- Telework every Friday

Acquisition Services Directorate
Interior Business Center
(703) 964-4815 (Office) Herndon
(571) 328-9671 (Cellphone)
(202) 208-1751 (Office) DC, 2nd and 4th Wednesday each month
George_Fisher@ibc.doi.gov
US Department of the Interior
Office of the Secretary
doi.gov/ibc

Your Focus: Your Mission
Our Focus: You

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
Departmental Privacy Officer
Information Assurance Division
Office of the Chief Information Officer
U.S. Department of the Interior
Office phone: 202.208.1943
Mobile phone: 202.570.6853
Email: teri_barnett@ios.doi.gov
www.DOI.gov/OCIO

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
Office: (703) 358-2176 Cell: (703) 517-1279

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

Office of the Chief of Staff

Business and Administrative Division

1849 C Street NW - Room 5013

Washington, DC 20240

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



Andrew W Havelly Chief Technology Officer
US Department of the Interior | Office of the Chief
Information Officer

andrew_havelly@ios.doi.gov | Office: [303.236.7011](tel:303.236.7011) |

Cell: [303.717.2509](tel:303.717.2509)

www.doi.gov/ocio

From: Oluwarotimi Abimbola

[<oluwarotimi_abimbola@ios.doi.gov>](mailto:oluwarotimi_abimbola@ios.doi.gov)

Reply: Oluwarotimi Abimbola

[<oluwarotimi_abimbola@ios.doi.gov>](mailto:oluwarotimi_abimbola@ios.doi.gov)

Date: May 10, 2017 at 3:30:52 PM

To: andrew_havelly@ios.doi.gov

[<andrew_havelly@ios.doi.gov>](mailto:andrew_havelly@ios.doi.gov), timothy_wight@ios.doi.gov

[<timothy_wight@ios.doi.gov>](mailto:timothy_wight@ios.doi.gov), randal_bowman@ios.doi.gov

[<randal_bowman@ios.doi.gov>](mailto:randal_bowman@ios.doi.gov),

jennifer_stevenson@ios.doi.gov

[<jennifer_stevenson@ios.doi.gov>](mailto:jennifer_stevenson@ios.doi.gov),

Lawrence_Ruffin@ios.doi.gov

[<lawrence_ruffin@ios.doi.gov>](mailto:lawrence_ruffin@ios.doi.gov), teri_barnett@ios.doi.gov

[<teri_barnett@ios.doi.gov>](mailto:teri_barnett@ios.doi.gov), marcia_cash@fws.gov

[<marcia_cash@fws.gov>](mailto:marcia_cash@fws.gov)

Cc: sylvia_burns@ios.doi.gov [<sylvia_burns@ios.doi.gov>](mailto:sylvia_burns@ios.doi.gov)

Subject: Invitation: Discuss DiscoverText @ Thu May 11,
2017 7:30am - 8am (andrew_havelly@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) DPP

Calendar andrew_havelly@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](#)

You are receiving this email at the account andrew_havely@ios.doi.gov because you are subscribed for invitations on calendar andrew_havely@ios.doi.gov.

To stop receiving these emails, please log in to <https://www.google.com/calendar/> and change your notification settings for this calendar.

Forwarding this invitation could allow any recipient to modify your RSVP response. [Learn More](#).

--

Monica Cunningham
Program Analyst
Office of Policy, Management & Budget
Business & Administrative Division

wk: 202-208-3294
office cell: 202-295-7256
fax: 202-208-3633

--

Julie L. Spano

Director, Business and Administrative Division
Office of the Assistant Secretary for Policy, Management and Budget
U.S. Department of the Interior
1849 C Street, N.W., Room 5022

Washington, D.C. 20240
work: (202) 208-7624
fax: (202) 219-0241
cell: (202) 568-9364

WARNING:

This e-mail and any attachments may contain Privacy Act Data/Sensitive Data which is intended only for the use of the individual(s) to whom it is addressed. It may contain information that is privileged, confidential, or otherwise protected from disclosure under applicable laws. If you are not the intended recipient, you are hereby notified that any distribution or copying of this email is strictly prohibited.

Statement of Work DiscoverText Assistance April 16, 2017

I. INTRODUCTION

The Department of the Interior (DOI) needs assistance with comment management for a Notice published in the Federal Register on May 11, 2017. The Notice has two separate comment periods. The first comment period ends on May 26, 2017, and the second comment period ends on July 10, 2017. The Department of the Interior expects to receive a large number of public comments beginning immediately for both comment periods and requires support organizing and reviewing these comments.

II. OBJECTIVE

DOI needs to purchase licenses for DiscoverText software and program management support to analyze comments to the posting in the Federal Register.

III. REQUIREMENTS

The Department of the Interior (DOI) will utilize DiscoverText contracted licenses and software to analyze the comments, but requires additional contract support to facilitate organizing, reviewing, and analyzing the public comments received. Below is a brief summary of the requirements:

This initiative includes:

- Assisting DOI Subject Matter Experts (SMEs) in the planning and deployment of comment review.
- Providing graduate students to prepare the preliminary data at the vendor's direction and sorting multiple iterations of bulk extract records from the Federal Docket Management System (FDMS).
- Briefing and training DOI Subject Matter Experts on best practice approaches to developing coding protocols to organize the records contained in bulk extracts.
- Ensuring proper and continuous functioning of DiscoverText throughout the project including the following.
 - Upload FDMS Bulk Extracts into DiscoverText.
 - To keep up with the workload, bulk extracts will be provided multiple times per week. The vendor will prepare "buckets" and "datasets" from these extracts making sure there are no omissions or overlaps. Deduplication should be performed on each extract.
 - Vendor will manage DOI user credentials, granting access to DiscoverText as requested by DOI.
 - The vendor will provide guidance on best practices for creating and using "buckets" to achieve the desired analysis ability.
 - The vendor will advise DOI on nomenclature of "buckets" and "datasets", and any other relevant subsets, so SMEs understand where their records can be found.
 - The goal of this pre-processing work is that the "starting point" for the SMEs is only to open the dataset assigned to that person and begin coding.

Statement of Work
DiscoverText Assistance
April 16, 2017

- Vendor will also provide guidance on the most efficient use of DiscoverText, including identifying where “annotations” made by all SMEs can be found, how to add/edit codes, and any other DiscoverText tool that will assist the effort.
- Once the records are coded, Vendor will assist in preparing management reports.