From: Jackson-Hicks, Teri
To: Spano, Julie
Cc: Stevenson, Jennifer; Randal Bowman
Subject: Re: Quote for Discover Text
Date: Thursday, May 11, 2017 11:43:13 AM

All,

Shelley Hartmann advised that our contracting office will be handling the PR.

Thanks,

Teri

Teri Jackson-Hicks
Records and Information Management Specialist (eERDMS)
U.S. Fish and Wildlife Service
Division of Information Resources & Technology Mgmt.
5275 Leesburg Pike, MS:IRTM
Falls Church, VA 22041-3803
(P) 703-358-2257 | (F) 703-358-2251
Teri_Jackson-Hicks@fws.gov

"*To think is easy; to act is difficult. To act as one thinks is the most difficult of all*."- *Anonymous*

EMAIL BEST PRACTICES:

OFFICIAL RECORDS: Emails relating to agency business or responsibilities that explain, justify, or document an action or decision you authored or are required to take are official records.

1 ***MAKE*** an **electronic recordkeeping copy** (searchable/OCR pdf capturing sender/recipient names and transmission dates).
2 ***SAVE*** according to your **office file plan** (per series it is filed with).
3 ***DELETE*** from your emails within **180 days** ***(Except*** for Senior Executives ...their emails are permanent records).
4 ***DO NOT*** mix **official business** and **personal business** in the same email/email thread.

On Thu, May 11, 2017 at 9:56 AM, Spano, Julie <julie_spano@ios.doi.gov> wrote:

> All;
>
> In talking with Amy Holley and going over the budget reports, we will be using the SIO's budget for this purchase. I will speak with Margaret Lliteras this morning to provide a heads up to the budget office that this will be coming their way. Please let me know who will be initiating the PR.
>
> Thanks, Julie
>
> On Thu, May 11, 2017 at 6:47 AM, Stevenson, Jennifer <jennifer_stevenson@ios.doi.gov> wrote:
>
> > Thank you Julie.

Teri, will you be processing the Purchase Request? If so, this will be for the DiscoverText license and services from Dr. Shulman and his team.

Also, I was wondering if you had a chance to confirm with Shelley Hartmann regarding the extra license she may have. If so, it may lower the amount of the proposal.

Thanks,
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 Thu, May 11, 2017 at 6:18 AM, Spano, Julie <julie_spano@ios.doi.gov> wrote:

> Good Morning,
>
> Once I receive word from my senior management team, I will let you both know which office is going to pay for the procurement.
>
> Thanks, Julie
>
> On Wed, May 10, 2017 at 6:11 PM, Jackson-Hicks, Teri <teri_jackson-hicks@fws.gov> wrote:
>
>> Hi Jennifer,
>>
>> Thank you for providing the quote information. I will await further information from your manager regarding the payment.
>>
>> Teri
>>
>> ---
>>
>> Teri Jackson-Hicks
>> Records and Information Management Specialist (eERDMS)
>> U.S. Fish and Wildlife Service
>> Division of Information Resources & Technology Mgmt.
>> 5275 Leesburg Pike, MS:IRTM
>> Falls Church, VA 22041-3803
>> (P) 703-358-2257 | (F) 703-358-2251
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On Wed, May 10, 2017 at 2:29 PM, Stevenson, Jennifer <jennifer_stevenson@ios.doi.gov> wrote:

Hi Teri,

Attached is the Proposal and GSA Schedule for DiscoverText. My manager will find out who is paying for this and we'll get back to you.

Thanks!
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

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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

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Julie L. Spano
Director, Business and Administrative Division
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