From: Stevenson, Jennifer
To: Bowman, Randal
Subject: Re: Quote for Discover Text
Date: Thursday, May 11, 2017 12:45:01 PM

I heard the same thing. FWS had extra licenses and they're going to let OS use one.

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 1:34 PM, Bowman, Randal <randal_bowman@ios.doi.gov> wrote:

> Great, keep me posted. And am I correct in recalling that OCIO or some other Departmental entity has purchased a number of licenses for DiscoverText despite the problems that they were concerned about?
>
> On Thu, May 11, 2017 at 1:30 PM, Stevenson, Jennifer <jennifer_stevenson@ios.doi.gov> wrote:
>
> > Hi Randy,
> >
> > Yes, I have some good news.
> >
> > The FWS Contracting Office will be processing the purchase request for Dr. Shulman's services using SIO's funding. My manager, Julie Spano, is contacting our budget analyst to let her know it's coming and to expedite it.
> >
> > I've left a voice mail with Teri Jackson-Hicks to get the name and number of the person in FWS that is handling this request. Julie Spano or Monica Cunningham will be able to provide them with the correct accounting string to use.
> >
> > As far as the issues that OCIO had with DiscoverText, I believe Sylvia has decided to sign off on it, but I haven't heard whether or not that has happened.
> >
> > 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 12:50 PM, Bowman, Randal <randal_bowman@ios.doi.gov> wrote:

> Was there any definitive outcome to the meeting, or are we still in limbo?
>
> On Thu, May 11, 2017 at 8:19 AM, Stevenson, Jennifer <jennifer_stevenson@ios.doi.gov> wrote:
>
> > Wonderful, I'll meet you there at 8:30.
> >
> > See you soon!
> > 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 8:08 AM, Bowman, Randal <randal_bowman@ios.doi.gov> wrote:
>
> > Great minds think alike - I sent him a note asking if they were open, and if not, could someone open them at 8:30. Unless you hear otherwise, lets meet there at 8:30
> >
> > On Thu, May 11, 2017 at 8:03 AM, Stevenson, Jennifer <jennifer_stevenson@ios.doi.gov> wrote:
> >
> > > Good morning Randy,
> > >
> > > They haven't told me what it was about. I met with Rotimi and the OCIO team yesterday about the DiscoverText license and services from Dr. Shulman. They may have some follow up questions for us.
> > >
> > > Are you in now? Do you want to stop by around 8:30 and we'll look at the room Joe Nassar is recommending for sorting mail?
> > >
> > > 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
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Washington, DC 20240
Office (202)-208-3169

jennifer_stevenson@ios.doi.gov

On Thu, May 11, 2017 at 7:49 AM, Bowman, Randal <randal_bowman@ios.doi.gov> wrote:

> Do you know what the 9:30 meeting is about? If so, I'll stop by your office about 9:15; if not, see you there
>
> 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
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> > 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
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 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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