

This Special Notice is for information only. A response to this notice is not required. HQ, Military Traffic Management Command (HQMTMC) has established an Integrated Process Team (IPT) that is comprised of Government representatives across Information Technology disciplines and no more than six (6) representatives from Information Technology Association America, (ITAA) organizations. The objective of the team is to identify the contracted support required across the spectrum of MTMC Information Technology Services and develop an acquisition strategy for providing this support. The deliverables at the conclusion of this IPT will consist of Performance-based Work Statement, Schedule B - Pricing Strategy, Quality Assurance Surveillance Plan with accompanied Performance Review Summary, Evaluation Criteria and certain portions of the Acquisition Plan. Information Technology Services for Military Traffic Management Command encompasses the following broad areas: 1) System Architecture/Engineering, 2) System Development, 3) Operation and Maintenance, 4) System Administration, 5) Program Management, 6) IV&V Testing, 7) CIO Support, 8) Integration Services, 9) Enterprise Resource Planning, 10) Infrastructure Protection, 11) Information Assurance and 12) Help Desk Support. In Progress Reports from IPT sessions will be made available to the industry for review and comment at the following website: <http://www.mtmc.army.mil>. After reaching the site select the "Doing Business With MTMC", "Solicitation" and "MTMC IT IPT". Please refer to the Guidelines for Submitting Information below prior to submitting comments.

Guidelines for Submitting Information:

In order to facilitate an efficient method for reviewing comments generated from posted documents, the guidelines listed below must be followed.

- a. Check all postings prior to submitting your comments to ensure that the issue has not been previously addressed. [Unless you have determined that the revised documents does not answer your concerns]
- b. Provide your name, company information and contact number. This information will not be provided to the IPT.
- c. Clearly identify the issue in question.
- d. Provide a reference to where the issue can be found. If referenced on more than one page or in more than one document, please identify all, for example document entitled, "Draft RFP" page 1, paragraph 3.

- e. List the date the document was posted in case more than one document with the same name exists.
- f. Indicate whether the submission is for clarification or to submit a different approach.
- g. Provide a logical approach or an alternative solution to the issue in question. If it is a question of clarification, clearly state why you think the issue is not clear. Provide your solution.
- h. Data must be submitted at least one week prior to the next IPT session. Please refer to the schedule for IPT Sessions.
- i. The IPT will not provide or post responses to the web. Information obtained will be used to refine the PWS and other procurement documents as applicable.
- j. Any correspondence, information, or questions should be directed via e-mail to Mr. Alan Kratchner at [kartchnera@mtmc.army.mil](mailto:kartchnera@mtmc.army.mil) with copy to Ms. Ruby Mixon at [mixonr@mtmc.army.mil](mailto:mixonr@mtmc.army.mil).

Projected IPT Sessions:

IPT sessions will be held on the following dates: Dec 8-12, 2003 and January 12 - 16, 2004 with an optional session scheduled for February 9-13, 2004. There is a possibility that industry will attend Session 1 only.

This is not a request for proposals. There is no commitment on the part of the Government to pay for any information received or award a contract as a result of this notice. This is a collaborative effort to develop the documents as stated above. Therefore, prior to the Official Release of the Draft RFP or Final RFP, please use the guidelines cited above to submit comments or questions.