



Agenda
IT Services (S&RTS) IPT Meeting #2
Alexandria, VA
12 – 16 January 2004

Monday, 12 January 04

- 0800 Opening Remarks
- 0815 Administrative & Process Matters: *Joe Mercier (Facilitator), & Scribe*
 - ◆ Introductions
 - ◆ Rules of Conduct Meeting Approach
 - ◆ Meeting Agenda
 - ◆ Objectives of this IPT session (pass out copies)
 - ◆ Action Items from IPT-1
- 0845 Review of feedback to IPT-1 material – WBS and draft PWS
- 0930 Break
- 0945 Continue review of feedback to IPT-1 material
- 1045 Break
- 1100 Input to, and review of, Definitions, Acronyms/Abbreviations, List of Reference Documents
- 1200 Lunch Break
- 1300 Identify which Functional Areas are currently supported by Small Business / 8A contractors
- 1415 Break
- 1430 Identify which Functional Areas are currently supported by Small Business / 8A contractors
- 1530 Confirm today's Action Items and Parking Lot Items; review agenda for 13 January; Q&A
- 1600 Adjourn

Tuesday, 13 January 04

- 0800 Review of Monday's accomplishments, review and add/revise action items (if any); review today's agenda
- 0815 Identify which Functional Areas naturally align (→ affinity clustering)
- 0930 Break
- 0945 Continue identifying which Functional Areas naturally align (→ affinity clustering)
- 1045 Break
- 1100 Continue identifying which Functional Areas naturally align (→ affinity clustering)
- 1200 Lunch Break
- 1300 Identify what contracts / contract types are appropriate
- 1415 Break
- 1430 Continue identifying what contracts / contract types are appropriate

- 1530 Confirm today's Action Items and Parking Lot Items; review agenda for 14
January; Q&A
1600 Adjourn

Wednesday, 14 January 04

- 0800 Review of Monday's accomplishments, review and add/revise action items (if
any); review today's agenda (incl. measures & standards)
0815 Identify the critical Performance Objectives, which will be included in the
Performance Requirements Summary (PRS) for each contract
0930 Break
0945 Continue identifying the critical Performance Objectives, which will be included
in the Performance Requirements Summary (PRS) for each contract
1045 Break
1100 Continue identifying the critical Performance Objectives, which will be included
in the Performance Requirements Summary (PRS) for each contract
1200 Lunch Break
1300 Review the draft Quality Assurance Surveillance Plan (QASP)
1415 Break
1430 Continue reviewing the draft Quality Assurance Surveillance Plan (QASP)
1530 Confirm today's Action Items and Parking Lot Items; review agenda for 15
January; Q&A
1600 Adjourn

Thursday, 15 January 04

- 0800 Review of Monday's accomplishments, review and add/revise action items (if
any); review today's agenda
0815 Define a draft Schedule B – Schedule of Services (CLIN's)
0930 Break
0945 Continue defining a draft Schedule B – Schedule of Services (CLIN's)
1045 Break
1100 Continue defining a draft Schedule B – Schedule of Services (CLIN's)
1200 Lunch Break
1300 Continue defining a draft Schedule B – Schedule of Services (CLIN's)
1415 Break
1430 Continue defining a draft Schedule B – Schedule of Services (CLIN's)
1530 Confirm today's Action Items and Parking Lot Items; review agenda for 16
January; Q&A
1600 Adjourn

Friday, 16 January 04

- 0800 Review of Wednesday's accomplishments, review and add/revise action items (if
any); review today's agenda

- 0815 Define the Evaluation Factors to be used in evaluating contractor proposals for award
- 0930 Break
- 0945 Continue definition of the Evaluation Factors to be used in evaluating contractor proposals for award
- 1045 Break
- 1100 Continue definition of the Evaluation Factors to be used in evaluating contractor proposals for award
- 1200 Lunch Break
- 1300 Open Discussion
- 1415 Break
- 1430 Open Discussion
- 1530 Wrap-up: Review achievement of IPT Objectives; Confirm all Action Items-- owners, due dates.
- 1600 Adjourn