



**Action Items IPT2**  
**IT Services (S&RTS) IPT Meeting #2**  
**Alexandria, VA**  
**12 – 16 January 2004**

Confirm all Action Items -- owners, due dates.

- ◆ PWS: need Background input on SDDC's IT organization --> Pat Thompson, 1/21/04
- ◆ PWS: need summary Scope statement --> Pat Thompson, 1/21/04
- ◆ PWS: reference the acronyms, definitions, etc., in Sect. 2 --> Joe, Pat, 1/26/04
- ◆ PWS: Move Sects. 3.1.1 & 3.1.2 under Sect. 2 --> Joe, 1/19/04
- ◆ PWS: Under Sect. 3.1, need verbage --> Ruby [done]
- ◆ PWS: Define acronyms in the text as they first appear --> Joe [done]
- ◆ PWS: "Monitoring Method" statements -> move to QASP --> Joe [done]
- ◆ PWS: Incentives/Disincentives -> goes in PRS (if any or applicable) --> DISCUSS →Joe,
- ◆ PWS: Consider putting Severity Table in QASP/PRS --> Joe, 1/19/04
- ◆ PWS: Sect. 3.6 (QA) -> move to Sect. 4.0 (or something); needs to be re-written (removing P.O.'s) --> Ruby, Joe [done]
- ◆ PWS: P.O. # 27 -> need Vulnerability table from Kim Quinn --> Ruby, Pat [done]
- ◆ PWS: Have Kim Quinn check all of Sect. 3.7 --> Ruby, Pat [done]
- ◆ PWS: Have Kim Quinn check Sect. 3.14, P.O. #55 ("Firewall Intrusion Detection" measure) --> Ruby, Pat [done]
- ◆ PWS: Insert Paula Mihalek's e-mail info on Customer Service as a table --> Joe [done]
- ◆ PWS: Sect. 3.17 -> Eric Clatterbuck needs to verify --> Ruby, Pat [done]
- ◆ PWS: Need a teleconferencing definition --> ? [done]
- ◆ PWS: Sect. 3.19 -> Kitsy Young needs to verify; copy Bill Crennan --> Ruby, Pat
- ◆ PWS: Sect. 4.1, para.b3 -> send back to Security office, re: recommended changes --> Ruby, Pat
- ◆ List of Acronyms, Definitions --> Pat [done]
- ◆ Move and revise the Quality Assurance material → Ruby, Joe [done]
- ◆ Distribute electronic copy of IT contracts spreadsheet (master copy) --> Joe
- ◆ Acquire copies of current "GSA GWAC" type of contract skills categories and descriptions (to use for Schedule B input to this procurement package) --> Lorine, George [done]
- ◆ Identify a feasible approach to a contract vehicle for IT Services that addresses the small business issue --> Kip Shearer [done]
- ◆ Identify the small business contracts that previously have been set aside – total number, total dollar volume → Ruby Mixon, 1/26/04
- ◆ Refine the labor descriptions to include functional qualifications-- >All, 1/26/04
- ◆ Conduct a "Sources Sought" →Pat, Alan
- ◆ Provide Ruby with information on the Fort Monmouth SCP contract→Pat, 1/19/04

- ◆ Investigate whether the Fort Monmouth SCP contract may be a suitable precedent for a contract type for SDDC IT Services → Ruby, 1/26/04
- ◆ Locate sample Sections L & M →Pat, 1/22/04