

JAN 10 1984

MEMORANDUM FOR: Patricia A. Sullivan
Project Officer

FROM: Mary Jo Mattia, Chief
Administrative Contracts Branch
Division of Contracts

SUBJECT: NOTICE OF REQUEST FOR PROCUREMENT ACTION (RFPA)
ASSIGNMENT - STENOGRAPHIC REPORTING SERVICES
RFPA NO. SEC-84-327

This is to inform you that RFPA No. SEC-84-327 was received in the Division of Contracts on January 9, 1984. The cognizant contract negotiator is Kathy Davis who will be contacting you within the next few days to discuss your request and to establish a milestone schedule for this action. Should you have any questions in the interim, please contact Kathy on extension 27125.

M. J. Mattia
for Mary Jo Mattia, Chief
Administrative Contracts Branch
Division of Contracts

8505310265 841115
PDR FOIA PDR
RILEY84-734

STATEMENT OF NON-PERSONAL SERVICES

1. Nature of Work

Delivery of verbatim transcripts of meetings of the Commission, ACRS, and other meetings or interviews.

2. Factors Relevant to Personal/Non-Personal Services Are As Follows:

- a. Does the contractor have specialized knowledge or equipment which is unavailable to the Government?

Yes _____

No x

(If yes, explain.)

- b. Will this requirement circumvent personnel hire ceiling?

Yes _____

No x

- c. Does this service call for the exercise of personal judgment and discretion on behalf of the Government?

Yes _____

No x

(If yes, explain.)

- d. Are the services to be performed continuing, short term, or intermittent?

Intermittent (as scheduled)

- e. Will the Government specify the qualification of, or reserve the right to approve individual contractor employees?

Yes x

No _____

(If yes, explain.)

Must be qualified (i.e., experienced) stenographic reporters.

- f. Will the Government assign tasks to and prepare work schedules for contractor employees?

Yes _____

No x

(If yes, explain.)

- g. Will the Government retain the right to supervise the work of the contractor employees, either directly or indirectly?

Yes _____

No x

(If yes, explain.)

- h. Will the Government reserve the right to supervise or control the method in which the contractor performs the service, the number of people he will employ, the specific duties the individual employees, and similar details?

Yes _____

No x

(If yes, explain.)

- i. Will the Government review performance by each individual employee, as opposed to reviewing a final product on an overall basis after completion of the work?

Yes _____

No x

(If yes, to what extent?)

- j. Will the Government retain the rights to have contractor employees removed from the job for reasons other than misconduct or security?

Yes _____

No x

(If yes, explain.)

k. Will the service be properly defined as an end product?

Yes x

No _____

l. Will the contractor undertake a specific task or project that is definable at the time of inception, at some point during performance, or will it be defined on a day-to-day basis?
Will be defined at the time of inception (i.e., in the contract).

m. Will payment be for results accomplished or solely according to time worked?

Results.

n. Will the Government furnish the office or working space, facilities, equipment, and supplies necessary for contract performance?

Yes _____

No x

(If yes, to what extent?)

o. Will Government employees be used interchangeably with contractor personnel to perform the same function?

Yes x

No _____

(If yes, to what extent?)

For selected meetings, generally short notice or sensitive Commission meetings.

p. Will contractor employees be integrated into the Government's organizational structure?

Yes _____

No x

(If yes, to what extent?)

DATE

January 24, 1984

Signature

Name

John C. Hoyle

Title

Assistant Secretary of the
Commission

DETERMINATION OF NON-PERSONAL SERVICES

I hereby determine the requirement set forth in Paragraph 1 above involves services that are non-personal in nature.

Date:

1/31/84

John C. Hoyle
Contracting Officer