

MAY 22 1984

Free State Reporting, Inc.
Attn: Mr. Dave Becker
99 Cathedral Street
Annapolis, MD 21401

Dear Mr. Becker:

Subject: Contract No. HRC-17-84-327


I have been advised by Ms. Patricia Sullivan, Project Officer for the subject contract, of the late arrival of your reporters on two occasions on Friday, May 18, 1984. As indicated in Work Order HRC-1, an ACRS meeting was scheduled to begin at 8:30 a.m., May 18, 1984; your reporter arrived at 8:40 a.m. A reporter to record a conference call at 3:00 p.m., on May 18, 1984 was requested in Work Order HRC-2; your reporter arrived at 3:05 p.m. and was dismissed since the call had already started.

Your attention is directed to Article VII, Paragraph F, Failure of Contractor to Appear. It is imperative that your reporters arrive for proceedings in sufficient time to set up their equipment and be ready to start at the specified time. As you acknowledged in your May 18, 1984 conversation with Ms. Sullivan, it is customary for a reporter to arrive at least 30 minutes before the start of a proceeding.

Please advise, in writing, what steps will be initiated to preclude a recurrence of this problem. Your response should be in sufficient time for HRC's review prior to the post award orientation meeting currently scheduled for 10:00 a.m., Wednesday, May 30, 1984.

If you have any questions, please contact Mrs. Teresa McLearn at (301) 492-7533.

Sincerely,


Timothy F. Hagan
Contracting Officer

cc: Mrs. Barbara J. Becker
President, FSR

FOIA-84-853

B/24