

Technical Presentation

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Information Services Branch/293

COTR, NAS 5-98180

The Nature of Our Business

- ✱ Contract is not primarily about IT or Operations Management
- ✱ Contract is about Technical Information Services.
We are looking for specific expertise in
 - ◆ Conference support
 - ◆ Wide range of Graphic Skills
 - ◆ Communications=audiovisual, videoconferencing, event planning, IT support
 - ◆ Photography (STI and event)
 - ◆ Duplicating

Line Organization Chart/Code 200 Management Operations Directorate

Showing contractor
supported TISB
services

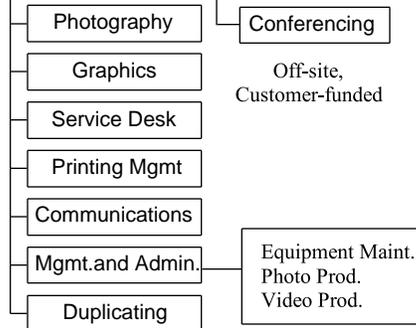
Diane Williams
Director
Management Operations Directorate
Code 200

Kelly Carter, Chief
Craig Hegemann, Associate Chief
Information Services Division
Code 290

5 other
divisions

Susan Hart, Head
Terri Randall, Ass't Head
Technical Information Services Branch
Code 293

6 other
branches



On-site Support

Ancillary Services
Not Performed On-site

Clarifying Frequent Questions

- ✱ Stability of workload and requests for staffing information
 - ◆ Performance-based Contract versus Level of Effort
 - ◆ Evaluate workload trends
- ✱ Distinction between customer-funded support and TISB budgeted support
- ✱ Co-located staff - describe, clarify

Location and Support Requirements

Services versus Work Years

Function Technical Requirement	Direct TISB Support (Core Funding)		Other Org. Req On-site (WY)	Off-site As needed
	Onsite	Offsite		
3.1 Management and Administrative Services				
3.1.1 Management Services	X – Project Mgr only			
3.1.2 Administrative Services			X (1GB)(1HQ)	
3.2 Communications				
3.2.1 Audiovisual Operations	X			
3.2.2 Videoconference (ViTs) Operations	X			
3.2.3 Event Coordination	X			
3.2.4 Facilities Scheduling	X			
3.2.5 Multimedia IT Technical Support	X			
3.2.6 Video Production				X as needed*
3.3 Conference Support Services				
				X as needed*
3.4 Duplicating Services				
	X			
3.5 Computer Graphics Services				
3.5.1 General Multimedia Design	X			
3.5.2 Imaging Graphics and Technical	X		X(1G)	
3.5.3 Business Marketing Graphics Services			X (2G)	
3.5.4 Concept Visualization Graphics Services			X (2G)(1HQ)	
3.5.5 Computer Graphics Broadcast Video Services				X*
3.5.6 Public Relations and Web Publishing Graphics Services	X			
3.6 Photography Services				
3.6.1 Scientific and Technical Photographic Shooting	X			
3.6.2 Public Relations Photographic Shooting	X			
3.6.3 High Speed Video Motion Instrumentation				X
3.6.4 Photographic Production		X		
3.7 Service Desk				
	X			
3.8 Publication and Documentation Services				
			X (1G)(1HQ)	X
3.9 Equipment Maintenance Services				
		X		
3.10 Printing Management Services				
	X			

Clarifying Frequent Questions

- ✦ Controlled and non-controlled equipment
- ✦ Institutionally Provided Property (IPP) versus Other Maintained equipment -
- ✦ Conference Support is separate from Communications (AV, Fac. Sched, ViTs). Explain.
- ✦ No assumed costs from current contract
- ✦ Maintenance performed by contractor - onsite, offsite

Work Order Numbering

- ✱ 100-293-xx – the 100 Series is direct TISB support
- ✱ 200-xxx-xx – the 200 Series is miscellaneous Code 200 support
- ✱ 300-xxx-xx – the 300 Series is Goddard Conferences
- ✱ 400-xxx-xx – the 400 Series is miscellaneous support for other than Code 200
- ✱ 500-xx-xx – the 500 Series is HQ Conferences
- ✱ 600-C – the 600 Series is HQ Photo Services Support

Numbering Scheme Content

300-xxx-xx

- ✦ Support Service Category Code/Customer Org. Code/Sequential Work Order Number
- ✦ Numbers will be sequential under each Support Service code.

Current TISB Space

✧ Meeting Facilities:

- Building 8 Auditorium,
- Building 3 auditorium,
- Management Conference Center,
- Building 26, room 205

✧ Videoconferencing Facilities:

- Building 8 Room 206,
- Building 23, room W230

✧ Duplicating Facility: Building 16W

✧ Other Office Locations:

- Trailer T-12-C and B
- Executive Place
- Bldg 8, room N303

Facilities Scheduling

