



09 July 2015 PPR Meeting Minutes

Project Progress Review		
7.9.2015	8:45 – 9:30 AM EST	Ft Belvoir, VA
Meeting called	PD AMIS	
Type of	July 2015 Project Progress Review	
Facilitator	PD AMIS	
Note taker	Lisa Muscat	
Attendees	Jim Alexander, LTC Julian Toro, Klaus Stroup, Bryan Keys, Mike Morrissey, Joe Zagursky, Paul Toth, Amanda Struve, Trisha Taylor, Paul Krumhaus, Ron Miller, Lorry Bentzel, Steve Lowry, Lisa Muscat, Kathe Copeland, Kristin Lowry	
Status of Contract Change Proposals		
Discussion	CCP: ALO-002 – Discussion on whether this CCP gets rejected or withdrawn due to intended change from AIT IV to AIT V.	
Conclusions	ALO-002 was rejected by the Government. The recommendation is for the customer to utilize Technical Engineering Services (TES) Task Orders for customized configurations	
Action Items	Person	Deadline
A response to ACC-RI denying the CCP will be made	Klaus Stroup	July 15, 2015
Status of Configuration & Risk Management		
Discussion	N/A	
Conclusions	N/A	
Action Items	Person	Deadline
No Action Items		
Status of Task/Delivery Orders & Purchase Card Orders		
Discussion	<p>PD AMIS acknowledged that Delivery Order 0001 started to come in the week of 7/6/15.</p> <p>IUID packaging requirements were discussed. DFARS 252.211-7003 was provided to draw attention to the requirement to mark packaging and the reference to “enveloping” as identified in MIL-STD-129R.</p>	



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Conclusions	N/A		
Action Items		Person	Deadline
Lowry to follow IUID packaging requirement.		Kathe Copeland	
Status of Warranty & Maintenance Activities			
Discussion	Discussed the format for the Monthly Status Report. The format used by Lowry for previous report submission was incorrect.		
Conclusion	Government is requesting Lowry to follow designated format mentioned in the PWS Attachment 6.		
Action Items:		Person	Deadline
Update format of Monthly Status Report		Lisa	August report submission
Significant Trends			
Discussion	Lowry commented that not all users want the CAC reader so we are looking for suggestions on how we can allow this at a lower cost to the Government.		
Conclusions	PD AMIS said they require everything with a CAC reader per the SOW.		
Action Items		Person	Deadline
<p>PD AMIS will review and advise if they want to have CLIN's that do not have CAC readers.</p> <p>Klaus requested that Lowry provide CLINs recommended for change by user needs and estimated savings by removing the CAC as part of the review process. This is not a CCP request, Just a list of CLINs impacted and the cost of one CAC reader.</p>		PD AMIS & Kristin Lowry	
Open Action Items from previous PPR			
Discussion	N/A		



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Conclusions	N/A		
Action Items		Person	Deadline
No action item			
Significant Events – Issues of Importance to the Government			
Discussion	Lowry asked what trade shows and marketing PD AMIS planning		
Conclusions	PD AMIS does not have anything planned yet		
Action Items		Person	Deadline
No action item			
Outreach & Feedback Activities			
Discussion			
Conclusions			
Action Items		Person	Deadline
No action item			
Agencies & Organizations Contacted			
Discussion	Lowry provided list of agencies we've been in contact with along with contact names		
Conclusion	PD AMIS asked if we could provide more detail on what these contacts were requesting. They did not want this info as part of the PPR PPT slides, just sent separately.		
Action Items:		Person	Deadline
Kristin to provide more detail on CMOS		Kristin Lowry	7/10/15
Reasons for Delinquent Task Orders, Delivery Orders, and PO's			
Discussion	N/A		
Conclusion	N/A		
Action Items:		Person	Deadline
No action item			