File : OCR

SAF-E019-77
ODP-349-77
28 February 1977

MEMORANDUM FOR: Director of Central Reference

VIA   : Clifford D. May
             Director of Data Processing

STATINTL   FROM   :   ▮▮▮▮▮▮▮▮▮▮
             Chief, Special Projects Staff/ODP

SUBJECT   : Change to Request for Procurement
             Services for SAFE Data Format Study

1. The attachment contains suggested changes to the Statement of Work which was submitted by OSI for the SAFE Data Format Study.

2. These changes have been requested by SAS/OCR and, if approved, should be attached to the Statement of Work as an integral part of the Request for Procurement Services (Form 2420).

3. Included in these changes are: a) the addition of a new task for the automatic extraction of index terms and b) the incorporation of the concept that some tasks will be performed in part by OCR supplied personnel.

4. There will be no change in the cost of the contract since the additional work is balanced by Agency supplied personnel.

5. Also, the Form 2420 should be amended to include the following statement: "The Contractor's personnel will be required to have unescorted access to Government facilities. Said access will be subject to the Contractor's personnel receiving a Top Secret Industrial Security Staff Approval".

6. Your approval is requested for the above change to the Statement of Work and the Form 2420.

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Concur: ▮▮▮▮▮▮▮▮▮▮▮▮▮

App▮▮▮▮▮▮▮▮▮▮▮▮04 : CIA-RDP83T00573R000600100009-9

Clifford D. May, Jr., D/ODP   1 MAR 1977
                                           DATE

25 February 1977

ATTACHMENT

The following changes are made to the Statement of
Work to incorporate a study on the problem of Automatic
Indexing and indicate the Agency will supply manhours in
accomplishing the contract. The additional manhours to
accomplish the new task will be compensated by active
participation in the tasks listed below by Agency
personnel.

Changes to be made are:
- Tasks 1.2, 1.3, 2.1, 2.2, 3.2, and 3.3
  should be changed to read that the Tasks
  will jointly be done by the Contractor
  and Agency personnel.

The following new task should be added:
- Task 2.4 <u>Automatic Extraction of Index Term</u>
  Assist SAS/SPS in defining a set of rules
  for extracting index data elements and
  normalizing them as necessary for input to
  a machine assisted indexing system to be
  developed.