

Gilsenan, Michael

From: Smyth, Virginia
Sent: Friday, October 12, 2001 3:40 PM
To: Catanzaro, Enzo; Hanna, Kim
Cc: Gilsenan, Michael
Subject: Equipment Usage in WTC Attack

On Tuesday, we faxed down to Moustafa, FEMA forms to be completed regarding equipment usage during Sept.. This is for reimbursement purposes, and OMB wanted them back by Wed., Oct. 10th. Can you let me know who is working on this so we can touch base. I need to let budget know when we will have the information. Thanks.

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Glisenan, Michael

From: Smyth, Virginia
Sent: Monday, October 15, 2001 12:47 PM
To: Smyth, Virginia; Fawzy, Moustafa; Catanzaro, Enzo; Hanna, Kim; Radhakrishnan, Krish; 'Atteloney, Leonard'
Cc: Glisenan, Michael
Subject: RE: Air Monitoring Contract
Importance: High

Just a reminder, we need this information ASAP. Thanks.

-----Original Message-----

From: Smyth, Virginia
Sent: Friday, October 12, 2001 12:31 PM
To: Fawzy, Moustafa; Catanzaro, Enzo; Hanna, Kim; Radhakrishnan, Krish; 'Atteloney, Leonard'
Cc: gilsennan, michael (ex)
Subject: Air Monitoring Contract

In order to proceed with the emergency contracting procedures for the air monitoring contract(s), we need to develop the following information as soon as possible (for both sets of tasks):

- Scope of Work
- Estimated Time Frame
- Estimated Total Cost
- A justification explaining why we need to perform this task and under what authority (i.e. as per orders from OEM, etc)
- A brief explanation as to how the vendor was selected.

This information is needed by late today or first thing Monday, so we can proceed in a timely fashion. Your cooperation is greatly appreciated.

Gilsenan, Michael

From: Erdfarb, Stuart (ex)
Sent: Monday, October 15, 2001 3:41 PM
To: Breland, Carol
Cc: Tazzi, Louis; Gilsenan, Michael; Smyth, Virginia; Chmielewski, Denise; Camardella, Frank; Fenves, Carol; Annexstein, Robin
Subject: RE: Lodging Reimbursement

Carol , I presume that you handled this already. Please confirm that you did. Thanks.

-----Original Message-----

From: Camardella, Frank (ex)
Sent: Wednesday, October 03, 2001 10:13 AM
To: Fenves, Carol (ex); Annexstein, Robin (ex); Breland, Carol (ex); Erdfarb, Stuart (ex)
Cc: Tazzi, Louis (ex); Gilsenan, Michael (ex); Smyth, Virginia; Chmielewski, Denise
Subject: Lodging Reimbursement

Due to the disaster in lower Manhattan, it was necessary to approve a room rental in Manhattan for our emergency staff.

My question is in regards to payment of the bill. Should I create a purchase order or can we just issue a Misc. payment voucher? We would like to pay the Renaissance a/s/a/p.

Thanks

Gilsenan, Michael

From: Smyth, Virginia
Sent: Tuesday, October 16, 2001 3:42 PM
To: Catanzaro, Enzo
Cc: Gilsenan, Michael
Subject: Air Monitoring Contract

Importance: High

The following is a summary of what we need to supply for the Declaration of Emergency.

1. Complete list of Bidders contacted.
 2. List and/or copies of the bids received .(bid sheet)
 3. Rational of how the low bidder was selected.
 4. A detailed Scope of Work (to be included in the formal contract.)
 5. Estimated Time Frame (mandatory)
 6. Estimated total cost (mandatory)
- A justification of why this is critical, and under what authority it is being performed.