

## Release of DRAFT RFP

### Headquarters Reading Room Instructions/Guidelines

1. Reading Room Points of Contact: 7/21 – 8/8, Mike Baehre, (202) 586-6575  
8/9 – Close of Draft RFP, John Bernier, (202) 586-6416  
Reading Room Availability: **By Appointment** - Reading Room will be available until DRAFT RFP Closes.  
Reading Room Hours: Morning, 9:00 a.m. – 11:30 a.m.; and  
Afternoon 1:00 p.m. – 3:30 p.m.  
Reading Room Will Accommodate: Up to 5-6 people
2. All personnel must:
  - a. Sign-in
  - b. Identify their Company or Firm they work for or are affiliated
  - c. Indicate if they have a “Q” clearance
3. Personnel must stay in the Reading Room to view documents. The “A” corridor is inside a classified area and all visitors to the Reading Room must be escorted at all times.
4. No electronics are allowed inside the “A” corridor. This includes phones, lap top computers, two way pagers, PDAs, etc.
5. Visitors cannot make copies of the Reading Room documents.
6. Visitors cannot extract pages or request copies of the Reading Room files.
7. Visitors cannot take notes in the Reading Room.
8. There is no time limit regarding access to the Reading Room documents – except as noted above. The Reading Room monitor will note the length of time the documents were viewed by each visitor.