

WILLIAM F. FRIEDMAN

310 Second St., SE . Washington 3, D.C.

9 April 1958

U. S. Army Signal Procurement Office  
 9800 Savage Road  
 Fort George G. Meade, Maryland

Attention: SIGPQ-A6

Gentlemen:

1. Referring to your Request for Quotation No. 58-LYN/PR-1580, dated 4 April 1958, calling for certain research and development work, I propose to furnish the services and supplies, perform the necessary research, compile pertinent data, and do all other things necessary to complete the four projects specified under Article Ia of the document entitled "Scope of Work" which accompanies said Request for Quotation, for the sum of Ten Thousand Dollars (\$10,000.00).

2. Referring to subparagraph d of Article I of the above-mentioned document entitled "Scope of Work", it is suggested that the progress reports specified therein be on a bi-monthly basis rather than on a monthly basis, as reporting on the bi-monthly basis is thought to be adequate and will save paperwork for you as well as for me.

3. a. Referring to the note at the end of the above-mentioned document entitled "Scope of Work", stating that "In all other respects the terms and conditions of Contract No. DA49-170-sc-1739 shall apply", it will be quite satisfactory to me if Articles IV, V, VII, and VIII of the referenced contract will serve as similarly-numbered articles of a new contract to be based upon this bid, if accepted, in response to your present Request for Quotation.

b. With respect, however, to Article VI ("Government Furnished Property and Assistance") of the new contract, it is suggested that said Article be modified to read substantially as per Inclosure 1 to this bid rather than as in the previous contract, in order to specify in more detail the items and assistance which will be required for a mutually-satisfactory execution of the new contract.

4. The sheet entitled "Contractor Information" has been duly completed and accompanies this bid.

Very truly yours,

WILLIAM F. FRIEDMAN

## Inclosures

1. Suggested Article VI
2. Contractor Information

## SUGGESTED

## ARTICLE VI - GOVERNMENT FURNISHED PROPERTY AND ASSISTANCE

- a. Clerical and research assistance as may be necessary (including translation of documents pertinent to the items of work and in foreign languages).
- b. Office furniture to include a secretary's desk and chair, two small tables, a 6-drawer file cabinet for 3"x 5" cards and stand or table therefor, and two small office chairs (without arms).
- c. Office facilities and equipment of the usual type, including an electric typewriter, a dictating-reproducing recorder of the flat disk type, a dictating-reproducing recorder of the magnetic tape type, a small office-size projector (115v./a.c.) for showing lantern slides of the glass or film-strip type and a suitable screen therefor, and boxes for storing glass slides and/or film strips when not in use.
- d. Miscellaneous office supplies such as paper, pencils, shears, stitching device for fastening papers, pencil sharpener, waste-paper baskets, etc.
- e. The raw photographic and recording materials for the negatives, prints, slides, and recordings called for under Article I above; the photographic services required for processing these materials into final form; and a sound-recording studio with technical facilities and services required for making the illustrated voice-recorded lectures called for under Project 4 of Article I above.



Purchase Request No.  

---

CHECK APPROPRIATE BOXES

a. Offeror represents that it  is,  is not, a small business concern. For this purpose, a small business concern is a concern that (i) is not dominant in its field of operation, and, with its affiliates, employs fewer than 500 employees, or (ii) is certified as a small business concern by the Small Business Administration. (See Code of Federal Regulations, Title 13, Chapter II, Part 103, 21 Fed. Reg. 9709, which contains the detailed definition and related procedures.)

b. Offeror represents that it  has,  has not, previously been denied a Small Business Certificate by the Small Business Administration.

c. If offeror is a regular dealer, it also represents that all supplies to be furnished hereunder  will,  will not, be manufactured or produced by a small business concern.

PRE-PRINTED TERMS AND CONDITIONS CONTAINED IN BIDDER'S LETTERHEAD OR OTHER FORMS

In submitting your proposal it is necessary for you to delete, or by explicit language, exclude any conditions (pre-printed or otherwise) appearing on your letterhead or on reverse thereof, which may be in conflict with any of the General or Special conditions contained in the request for proposal. Failure to eliminate such conflicting conditions may result in the rejection of your proposal as non-responsive.

NOTICE TO OFFERORS

Bargaining will be kept to a minimum required to establish a fair and reasonable price. Submit your lowest price, therefore, initially. The Contracting Officer will normally negotiate only with the firm(s) offering the most favorable price(s). He reserves the right to consider only those price revisions received after the closing date of the Proposal Request which he has solicited during the conduct of negotiations.

## ARTICLE I - SCOPE OF WORK

58-LYN/PR-1580

- a. The Contractor, as an independent contractor, shall furnish all services and supplies, perform the necessary research, compile pertinent data and shall do all other things necessary to complete the following projects:
- (1) Project 1: Prepare a manuscript of the text for a series of six lessons containing unclassified data designed for the technical orientation of new NSA employees. Basic outline of lectures is shown in Paragraph b.
  - (2) Project 2: Prepare a set of photographic negatives and prints to accompany the manuscript called for under Project 1, and which shall serve as illustrative material for the data contained in those lessons.
  - (3) Project 3: Prepare a set of lantern slides for use in connection with a series of six lectures which shall be based upon and coordinated with the six lessons called for under Project 1.
  - (4) Project 4: Prepare a voice recording of the six lectures, each approximately 50 minutes in length, the lectures to be based upon the materials called for under Projects 1, 2, and 3.
- b. The basic outline of the six lessons and lectures outlined in paragraph a should provide:
- (1) Basic terminology and an account of cryptology from the earliest days of the invention and development of secret writing, and devices or means for secret communication, and of means and methods of solving such writings, devices, and means for secret communications.
  - (2) Cryptology in the 15th and 16th Centuries.
  - (3) Cryptology (American and British) during the period of the American Revolution and the period thereafter up to the time of the U. S. War Between the States (Civil War).
  - (4) Cryptology (Federal and Confederate) during the Civil War.
  - (5) Cryptology in the period from the end of the Civil War to the end of World War I.
  - (6) Cryptology in the period from the end of World War I to the end of World War II (Unclassified material only).
- c. All work shall conform to the standards established by Article III.

4. Reports. The Contractor shall furnish twelve (12) monthly progress reports outlining progress of the work. These reports shall be submitted within ten days following the period being reported.

#### ARTICLE II - DELIVERY

The Contractor shall deliver, not later than 1 May 1959, the completed work required herein to the Director of Training, National Security Agency; however, the Government may at its discretion extend the date of delivery for good cause shown. Reports required by Article I 4. above will be delivered to the Director of Training, National Security Agency.

#### ARTICLE III - INSPECTION AND APPROVAL

At least 30 days prior to the date set for delivery in Article II, the Contractor shall submit to the Contracting Officer, or the Director of Training, NSA (the duly authorized representative of the Contracting Officer), the completed manuscript or other work called for in Article I for approval and inspection as to its compliance with the standards set forth herein. If the work, in the opinion of the Contracting Officer or his duly authorized representative, meets the required standards and is otherwise satisfactory as to coverage and content, it shall be approved. If the work, in the opinion of the Contracting Officer or his duly authorized representative, does not meet the required standards or is otherwise unsatisfactory as to coverage and content, the Contractor shall make such changes, corrections, additions or deletions as are necessary to meet the required standards and to produce satisfactory work.

NOTE: IN ALL OTHER RESPECTS THE TERMS AND CONDITIONS OF CONTRACT NO. DA49-170-  
sc-1739 SHALL APPLY.

## MISCELLANEOUS OFFICE SUPPLIES

<u>Quantity</u>	<u>Item</u>
1	Typist's desk, approx. 45-50"
1	Typist's chair, without arms
1	Pad to go under typist's chair to protect rug
2	Tables, small, approx. 18"x 24", one for holding unabridged dictionary, the other for supporting a 6-drawer file cabinet
1	File cabinet, 6-drawer, gray, steel, approx. 16" wide x 17" deep by 15½" high, for 3"x 5" cards
2	Waste-paper baskets, wood (oak or steel, to match typist's desk)
4	Trays, desk, wood, approx. 10½" x 15½" x 2-3/4" (oak or steel, to match typist's desk)
1	Typewriter, electromatic, regular carriage
1	Desk lamp, floating flourescent type
6	File sorters, steel, gray, approx. 16" long x 9" wide x 9" high, with 7 divisions (or wire separators)
1	Pencil sharpener
1	Scotch-tape dispenser
1	Wire stapler for fastening papers
3 pr.	Book ends, steel, gray, approx 6" <sup>wide</sup> x 9" high
1	Perforator, Marvel 6CHD, making 2-hole perforations in papers to be held in manila folders
4	Glass bowls for holding paper clips
4	Glass trays for holding pencils
1	Desk calendar (appointment-recording type)
6	Ribbons, for electromatic typewriter; 4 black, 2 red & black
1 box	Staples (5000 "Majestic", for stapling machine)
1 box	Paper fasteners, Presto No. R-2 (2¼" center to center, 2" capacity)
1	Ruler, 18"

<u>Quantity</u>	<u>Item</u>
3 pkgs	White bond paper, standard government size (8" x 10½")
3 pkgs	White bond paper, legal size (8" x 13")
3 pkgs	White draft paper, 8" x 10½"
3 pkgs	White draft paper, 8" x 13"
3 pkgs	Onion skin paper, 8" x 10½"
3 pkgs	Onion skin paper, 8" x 13"
8 pkgs	Carbon paper, 8" x 11"
2 pkgs	Carbon paper, 8" x 13½"
1 doz.	Pads, blue-lined, 8" x 10½"
150	Envelopes, brown, assorted sizes
85	File Folders, Legal size
85	File Folders, manila, (9" x 12" approx.)