

FOIA MARKER

This is not a textual record. This is used as an administrative marker by the William J. Clinton Presidential Library Staff.

Collection/Record Group: Clinton Presidential Records

Subgroup/Office of Origin: Counsel Office

Series/Staff Member: Kathleen Whalen

Subseries:

OA/ID Number: 8872

FolderID:

Folder Title:

Agreements - National Service

Stack:

S

Row:

112

Section:

4

Shelf:

8

Position:

1

1/30 mtg. w/ McCarthy + Rutledge • Horizon Communications - has used signature list
NS. = happy to pay for letterhead
20,000 copies

Ethan suggested - they do ltrs. and then we have them autopenned here. - Time intensive; resource issue

Signature on pens

• GPO vs. private printing

44 USC § 1101 - E.O.P.

§ 501 - Fed. agency

§ 504 - Exemption

} looks like POTUS has option

When we send to GPO:

1) Run at GPO.

2) Term contractor.

or 3) Different term contractor

Factors = time, quantity.

Less time = higher the price.

We initiate.

1) Duplicating center (def. printing)

2) If more complex, then we

go to Pentagon

3) Then goes to GPO.

We contract out, but that's for engraving.

DNC / Horizon - what is the arrangement.

Options

Resource issue: 1) Corp. reimburse for costs; we contract out / oversee process
oversight
- quality
- contract issues

$$25,000 = \$7,500$$

$$5,000 = \$1,500 ; \$6,000 = 20,000$$

2) Corp. reimburse for letterhead / cartridge; Corp. contracts out / oversees process
- contract w/ co. that already does w/ DNC that already has signature
(blurs distinction).

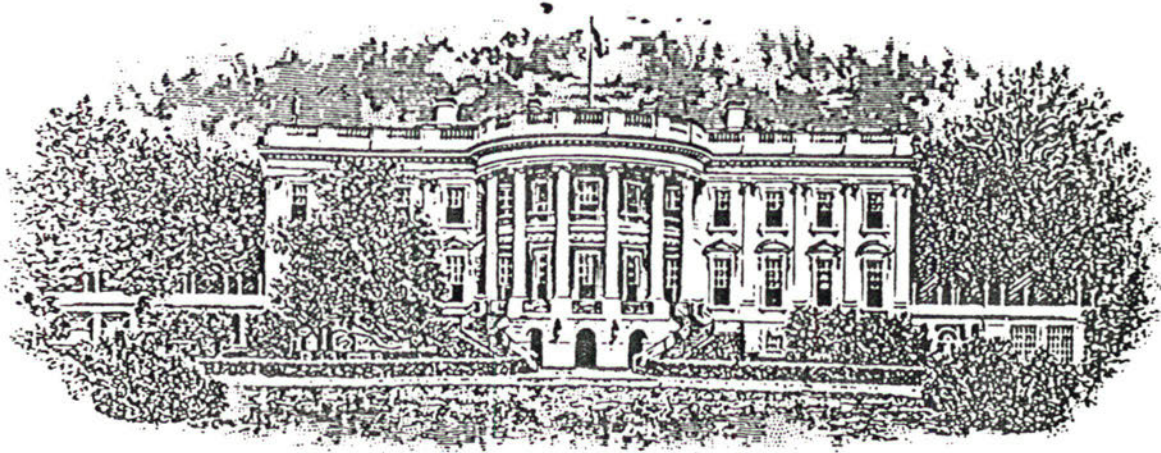
They rejected: 3) No merge file and we do offset.

We rejected: 4) They print and we run through autopen

Contracting:

- 1) Stmt. of work (vendor will provide) • can include time specific.
- 2) Proc. over \$2500, need a justification for why no full and open comp.
 - 1) Nat'l Security interests.
 - 2) Only responsive offeror. (only one ~~request~~ ^{offeror} meets all the needs of stmt. of work.)

The White House



COUNSEL'S OFFICE

FACSIMILE TRANSMISSION COVER SHEET

DATE: 2-8-95

TO: Debbie Jospin

FACSIMILE NUMBER: 565-2796

TELEPHONE NUMBER: _____

FROM: Kathi Whalen

TELEPHONE NUMBER: 456-7900

PAGES (WITH COVER): 4

COMMENTS: _____

PLEASE DELIVER AS SOON AS POSSIBLE

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February 7, 1995

Debbie --

Attached is draft language we propose be used to protect the use of the President's signature and the White House letterhead. It can either be used as is or can be incorporated into any written agreement you plan to have with the company that will provide the production services.

I welcome any suggestions you may have. Please call me after you have had a chance to review (456-7900).

Also, when you are ready to discuss the logistics regarding the letterhead and cartridge, please call Andrea Rutledge, Director of White House Administration, at 456-2500.

Thanks,

Kathi Whalen

DETERMINED TO BE AN ADMINISTRATIVE

MARKING INITIALS: M DATE: 2/28/13

Attorney Work Product --
Privileged and Confidential

2013-0666-6-3

DRAFT

AGREEMENT

The White House will provide [name of company providing services], with a computer disk containing President Clinton's signature in a digitized format that [name of company] will use solely for purposes of producing a letter to AmeriCorps members prepared by the Corporation for National and Community Service ("CNCS"). [Name of company] will return the disk immediately after production of the letters and will at no time copy, or authorize another to copy, the signature on the disk to another disk, hard drive, or any other medium, except as necessary in producing the CNCS document, following which all such copies will be destroyed.

Similarly, CNCS will purchase White House letterhead from the White House and will provide [name of company] with a sufficient supply of the letterhead to produce the necessary number of letters. All White House letterhead not used for the production of letters to AmeriCorps members will be returned to the White House, and no copies of the letterhead will be made by [name of company].

Additionally, [name of company] will permit Jennifer McCarthy, Deputy Director of Correspondence and Presidential Messages, The White House (or her designee), to be present at any time during the production of the letters to oversee quality and

to monitor use of the disk containing the President's signature,
as well as the White House letterhead.

[Company Official]

Date

James Dorskind, Special Assistant
to the President and Director
of Correspondence and
Presidential Messages

Date

[CNCS Official]

Date

DETERMINED TO BE AN ADMINISTRATIVE

MARKING INITIALS: M DATE: 2/28/13
2013-0661-f-3

Attorney Work Product --
Privileged and Confidential

Mavis -
Would you
mind reviewing
please?
Not sure about
w/ signature?
Thanks,
Kathi

DRAFT

AGREEMENT

The White House will provide [name of company providing services], with a computer disk containing President Clinton's signature in a digitized format that [name of company] will use solely for purposes of producing a letter to AmeriCorps members prepared by the Corporation for National and Community Service ("CNCS"). [Name of company] will return the disk immediately after production of the letters and will at no time copy, or authorize ^{or allow} another to copy, ^{use, or in any way} the signature on the disk, ^{to} another ^{electronic, print or} disk, ~~or to~~ a hard drive, ~~and~~ ^{or another other medium.} ^{digital}

Similarly, CNCS will purchase White House letterhead from the White House and will provide [name of company] with a sufficient supply of the letterhead to produce the necessary number of letters. All surplus White House letterhead will be returned to the White House, and no copies of the letterhead will be made by [name of company].

Additionally, [name of company] will permit Jennifer McCarthy, Deputy Director of Correspondence and Presidential Messages, The White House (or her designee), to be present at any time during the production of the letters to oversee quality and

to monitor use of the disk containing the President's signature,
as well as the White House letterhead.

[Company Official]

Date

James Dorskind, Special Assistant
to the President and Director
of Correspondence and
Presidential Messages

Date

[CNCS Official]

Date

✓ shd this be
Patsy or Lodic?