**CIC Attendees**:

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| **Government** | **Industry** |
| Steve Harnig | Manny Lovgren |
| Robin Rourk | Heather Walker-Absent |
| Lisa Rosenbaum | Derrick Nixon-Absent |
| Michelle DeForest | Amy Bare - Absent |
| Kelly Cannady | Patrick Burnette - Absent |
| Bill King | Gary Jaffe  |
| John Vietmeyer | Ashlee Bohlander |

**Opening Remarks:** Steve welcomed and thanked everyone for attending. Also, welcomed new member Ashlee Bohlander to the council.

**Status Updates and Discussion:**

**Task Order Status Report (TOSR) (POCs: Bill King/John Vietmeyer)**John opened up the meeting with showing the CIC council a draft template of the TOSR, he went over all the fields the government requires from industry for reporting purposes. The template aligns with the DD Form 1420. CIC agreed to form a working group of government and industry to work on the TOSR and come up with a template or system of reporting that is convenient, efficient and cost effective for all involved. Jen sent names of industry partners to John Vietmeyer to start forming the working group.

**Standard Labor Categories Working Group (SLCWG) (POCs: Michelle DeForest/Gary Jaffee):**Michelle provided the group with an a status update on the Standard Labor Categories Working Group (SLCWG) - On 31 Oct 18, the Standard Labor Category document that the SLCWG worked to develop was approved by SSC LANT Change Control Board (CCB) and posted on the COG 31 Oct 18. The mandated utilization date for all PRs entered into ERP workflow was 3 Dec 18.

Just prior to the COG posting date, she created a new COG "how to" page titled "Standard Labor Categories & Personnel Qualifications" to help access the revised document. Also, developed and posted a Frequently Asked Question (FAQ) document to answer common questions and training slides to help with document utilization.

The SLC document may have been posted on our public website in the past but the last time was probably 2014. Michelle said she would research with Robin Turner to get it posted on E-Commerce, this should suffice in making the document publicly available to industry regardless of affiliation.

 **Market Research Working Group Update (POC: Kelly Cannady/Steve Harnig/Robin Rourk):** Refer to NOLA notes 27 Nov, Kelly mentioned CIC was going to provide examples from other agencies regarding Government feedback to industry on market survey results. Robin to send samples from Coast Guard to Steve/Kelly. Steve mentioned needs to be any easy pull but we will look at it.

Gary mentioned that broadcasting PR number really helps Industry know what to look for just like we are doing on the Industry Forecast. There needs to be combined communication with the KO/industry when understanding is lacking. Robin mentioned possibly discussing at the SBIOI, maybe putting a panel together for discussion.

**Small Business Goals FY19 (POC: Robin Rourk):** Robin briefed the SSC LANT Small Business Goal of 39%. She noted this is a 3 year rolling average and SPAWAR HQ and SSC PAC targets were also adjusted accordingly. Robin mentioned the SBIOI will be on 2 April. It will probably be a bigger event since it is the 50th, she mentioned possibility of having press there, and some high ranking people for the panel. The planning meeting is 31 Jan, more to follow.

**CIC recommendations and feedback below:**

- Manny mentioned Amy Bare will be rotating off the CIC, new rep name soon.

- Lisa mentioned the IWRP event and that registration will start for the Webinar.

- Manny we need to get NOLA up and running and get a date set for CDCA event. Robing mentioned reaching out to Ida to get started.

**Closing Remarks:** Steve thanked everyone for coming and we will see everyone at the SBIOI.

**Upcoming Events / Meetings:**IWRP Consortium Industry Day Event, SD 26-27 Feb
SBIOI 50th, CHS – 2 Apr
AFCEA West, SD -13-15 Feb
Contracts Industry Council, CHS – 22 Mar