

## M E M O R A N D U M

TO : Bob Whitener, Squaxin Island Tribe  
FROM : C. Juliet Pittman, SENSE, Inc. *JMP*  
RE : SENSE Client Computer & Applications Upgrade Proposal  
DATE : 23 June 86

I have prepared the following proposal for SENSE, Inc. assistance to clients in the Pacific Northwest. This assistance is initially being offered to clients for the purpose of organizing and upgrading their computer and application capabilities sufficient to ensure direct and relatively error-free communications between the SENSE computer and the client computer.

**PROBLEM STATEMENT:**

SENSE, Inc. has acquired a computerized telecommunications and data transfer system which it intends to offer to its clients as a service which expands and improves upon existing SENSE capabilities. By offering such a service, SENSE, Inc. also anticipates being able to expand upon and improve client capabilities to quickly, accurately and efficiently fulfill their needs in dealing with the U.S. government and other interests in Washington, D.C. These needs often involve the communication of information from the client to an agency of the United States government in a timely and efficient manner.

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**SQUAXIN ISLAND TRIBE**

**EMPHASIS: Telecommunications, Text Editing**

Projected Costs:	Travel	360 miles	\$ 90.00
	Travel Time:	5.0 hours	375.00
	On-Site Services:	4.0 hours	300.00
	Preparation Time:	.5 hour	37.50
	<b>TOTAL TIME &amp; CHARGES:</b>	<b>9.5 hours</b>	<b><u>\$802.50</u></b>

SENSE INC.

## M E M O R A N D U M

TO : Randy Harder, Executive Director, PNPTC  
FROM : C. Juliet Pittman, SENSE, Inc. *CJP*  
RE : SENSE Client Computer & Applications Upgrade Proposal  
DATE : 23 June 86

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**POINT-NO-POINT TREATY COUNCIL**

**EMPHASIS: Telecommunications, Hardware, & Text Editing**

Projected Costs:	Travel	180 miles	\$ 45.00
	Travel Time:	3.0 hours	225.00
	On-Site Services:	5.0 hours	375.00
	Preparation Time:	.5 hour	37.50
	<b>TOTAL TIME &amp; CHARGES:</b>	<b>8.5 hours</b>	<b><u>\$682.50</u></b>

**SENSE INC.****M E M O R A N D U M**

TO : Larry Kinley, Lummi Indian Tribe    ATTN: James Staley  
FROM : C. Juliet Pittman, SENSE, Inc. *CJP*  
RE : SENSE Client Computer & Applications Upgrade Proposal  
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**LUMMI INDIAN TRIBE**

**EMPHASIS: TELECOMMUNICATIONS & TEXT EDITING**

Projected Costs:	Travel	240 miles	\$ 60.00
	Travel Time:	4.0 hours	300.00
	On-Site Services	5.0 hours	375.00
	Preparation Time:	.5 hour	37.50
	<b>TOTAL TIME &amp; CHARGES</b>	<b>9.5 hours</b>	<b><u>\$772.50</u></b>

**M E M O R A N D U M**

TO : Walter Jackson, Quileute Indian Tribe ATTN: Mel Moon  
FROM : C. Juliet Pittman, SENSE, Inc. *CJP*  
RE : SENSE Client Computer & Applications Upgrade Proposal  
DATE : 23 June 86

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**QUILEUTE INDIAN TRIBE**

**EMPHASIS: TELECOMMUNICATIONS, HARDWARE, & TEXT EDITING**

Projected Costs:	Travel	420 miles	\$105.00
	Travel Time:	6.0 hours	450.00
	On-Site Services:	5.0 hours	375.00
	Preparation Time:	.5 hour	37.50
	<b>TOTAL TIME &amp; CHARGES:</b>	<b>11.5 hours</b>	<b><u>\$967.50</u></b>

**M E M O R A N D U M**

TO : Bob Peterson/Tony Forsman, Suquamish Tribe  
FROM : C. Juliet Pittman, SENSE, Inc. *JPP*  
RE : SENSE Client Computer & Applications Upgrade Proposal  
DATE : 23 June 86

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**SUQUAMISH TRIBE**

**EMPHASIS: Telecommunications, Text Editing, & Hardware**

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## M E M O R A N D U M

TO : William Allen, Jamestown-Klallam Indian Tribe  
FROM : C. Juliet Pittman, SENSE, Inc. *PJP*  
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**JAMESTOWN-KLALLAM INDIAN TRIBE**

**EMPHASIS: Telecommunications Software SCOM3 & Training**

Projected Costs:	Travel	200 miles	\$ 50.00
	Travel Time:	4.0 hours	300.00
	On-Site Services:	4.0 hours	300.00
	Preparation Time:	.5 hour	37.50
	<b>TOTAL TIME &amp; CHARGES</b>	<b>8.5 hours</b>	<b><u>\$687.50</u></b>

## M E M O R A N D U M

TO : Jim Anderson, Executive Director, NWIFC  
FROM : C. Juliet Pittman, SENSE, Inc. *CJP*  
RE : SENSE Client Computer & Applications Upgrade Proposal  
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**NORTHWEST INDIAN FISH COMMISSION**

**EMPHASIS: Hardware, Telecommunications**

Projected Costs:	Travel	170 miles	\$ 42.50
	Travel Time:	4.0 hours	300.00
	On-Site Services:	5.0 hours	375.00
	Preparation Time:	.5 hour	37.50
	<b>TOTAL TIME &amp; CHARGES:</b>	<b>9.5 hours</b>	<b><u>\$755.00</u></b>

MEMORANDUM

TO: SENSE TRIBAL CLIENTS  
FROM: C. Juliet Pittman, SENSE Inc.  
DATE: 23 June 1986  
SUBJECT: KAYPRO 16 HARDWARE AND SOFTWARE PART II - DESCRIPTION  
OF CAPABILITIES

The following proposal has been prepared by SENSE, Inc. for assistance to clients in the Pacific Northwest. This is Part II of a two-part proposal.

HARDWARE:

The KAYPRO 16 computer, located at the SENSE offices in Washington, D.C., is a "16" bit IBM Compatible system which uses the 8086 microprocessor. It has a 10 Megabyte Hard Disk (capable of holding up to 10 million bytes of information or the equivalent of 7000 pages of double-spaced type-written material). The system has a built in color-graphics adapter which permits the use of color driven software and the execution of various graphics programs. It has a "two-headed" 360 byte disk drive which functions as both an A: drive and a B: drive for manipulating data on floppy disks.

The system uses an IBM PC keyboard and a high intensity 9 inch monochrom monitor (built-in).

The RAM (Random Access Memory) has been upgraded from 128 Kbytes to 512 Kbytes which permits the operation of RAM resident programs while running DISK resident programs. It has a clock and calendar capability, however this is not operating at "real time" ... it is required that date and time be entered at the beginning of each start-up session.

The system has a "parallel port" for the operation of a printer and two "serial ports" for the operation of printers, telecommunications modems and other hardware that can be connected to the system - thus expanding its capabilities. It also has a "port" for connecting a color monitor.

In short, the Kaypro16 computer is an IBM Compatible, 10 megabyte, 512 Kbyte RAM, single floppy drive, IBM PC standard key board, monochrome with color adapter system which runs at a speed of 4.77 megahertz (clock speed).

SOFTWARE:

We had installed, about 5 million bytes of software on the KAYPRO16 Hard Disk. The software includes: Command Utilities, Batch Utilities, Text Editors, Spreadsheet, Database Manager, Thesaurus, Background Utilities (including key redefinition,

calendars, date books, file encryption, notepads, and multi program operation utilities etc.), Telecommunications, Spellcheckers, and the MS-DOS 2.1 system files.

### Software Descriptions

#### Command Utilities:

There are about thirty Command files (extensions: .exe or .com) which allow an operator to perform various "system" operations including: Format (disk in drive A:), Copy, Diskcopy, Findfile, Findtext, Change Directory, Make Directory, Remove Directory, Vtree (shows diagram of hard disk directory system), Sortfile (sorts a directory of files alphabetically), Archive, Backup, Restore, etc. These files are used at the "prompt". These files are generally located in the ROOT directory or in the UTILITY directory.

#### Batch Utilities:

We have made about fifty batch files which either execute multiple commands at the system prompt or incorporate multiple commands with various Command Utility programs. These files provide HELP screens, change of directory with a single name instead of a long path name, remove .bak files (files created as backups when a text file is altered). These files are located on the MAIN directory of the Hard Disk.

#### Text Editors:

There are several Text Editors on the system. These are used for various "word-processing" tasks. Some of the programs include spell checkers and the thesaurus while others are simple editors.

Edlin This is a line editor that produces "normal ASCII" characters. It is described in some detail in the User Manual. Unlike the "super-doooper" wordprocessors, EDLIN is very simple and is generally used to create or modify simple text. Though it can be used for many "complicated" tasks it is generally useful for making batch files, revising memos, making small memos, examining text that has been prepared in Normal ASCII code-text. If you need a simple ASCII text editor, EDLIN can do the job.

WordStar 3.3 This text editor is a commercial product produced by MicroPro. It is probably the most widely used text editor around. It produces a "modified ASCII" code-text. For all practical purposes it produces normal ASCII, however, it also introduces a "high bit" which appears as a slightly modified text on EDLIN (little squiggles and other funny shaped characters in the middle of normal text). (You have a Command Utility that will "strip" the high bit out if it bothers you.) WordStar 3.3 will transmit over telephone lines without a hitch. However, if a recipient doesn't use text editing software that will "read"

normal ASCII, they will have difficulty reading what is coming over the line when they go to print out a hard copy. WordStar 3.3 is considered the "industry standard" but a lot of individuals have purchased off-the-wall text editors that are limited to a very narrow language.

WordStar2000 This is the "advanced" version of WordStar 3.3. While it does have features that improve upon the older version, it produces a different language code to make letters. Micropro did solve the problem of "incompatibility" by including a "conversion program" which will convert WordStar2000 text into WordStar 3.3 text (or normal ASCII).

[Both WordStar 3.3 and WordStar2000 have spellcheckers and can use the Thesaurus known as "WordFinder" or "Synonym Finder" also located on our disk. This program requires "installation" to be used with Word Star2000, but it is already installed with WordStar 3.3. The text editing programs also include Mailing lists and Mail Merge which permits the "personalization" of correspondence read from a mailing list.

#### Spreadsheet:

Our system originally included CalcStar as the functioning spreadsheet, however, we have an additional program called SuperCalc3 which is an advanced and more efficient program. These programs are to "number crunching" what text editors are to "word processing". They can be used to maintain double entry financial accounts, simple adding and subtracting of long lists of numbers like a calculator, or they can be "built" into extensive financial "modeling" systems (calculating projections, budgets, expenses, slope, returns, tax entries, etc.) With either program you can develop "templates", or predefined "sheets" which allow you to simply enter figures and they are automatically calculated upon entry. This is more effectively accomplished with SuperCalc3 than CalcStar. CalcStar is a simpler spreadsheet and has fewer capabilities. SuperCalc3 includes all of the ordinary spreadsheet capabilities contained in CalcStar, and it has graphics and automatic calculations. CalcStar produces normal ASCII characters as does SuperCalc3.

#### Data Management:

Our system also includes DataStar, a relational database system which produces normal ASCII characters. Database programs combine text editing and spreadsheet capabilities with an extensive "sort" capability. These things are useful for storing large amounts of information or lots of information that comes in little bits. Data Star is part of a whole system called InfoStar which includes a "menu development system" (called StarBurst), a "report development system" and a "form generating system" When used together these parts of the database system can be made to powerfully handle lots of text and numeric information.



## Telecommunications:

Mite This is a telecommunications program which permits a wide variety of computer - to - computer communications. It has eight different protocols which permit the establishment of communications with virtually any kind of computer or software. Its only problem is that it is a little clumsy to deal with. But, once a person gets used to it, it is a super program.

SmartComm This is a telecommunications package designed by the makers of Hayes Modems. It is especially suited for these modems because it has all the computer-to-modem commands built in. It has a fairly simple operation and two principle protocols: Hayes protocol and Xmodem protocol (the most commonly used protocols). It includes capabilities like "remote access" which permits an "originating" operator to control a distant computer through direct commands. It has a "voice switch" which permits operators to switch from "data transmission" to "voice transmission" while operating the program. And it has extensive capabilities for viewing files. SmartCom can handle virtually any kind of language transmission including ASCII and Binary.

## Background Programs:

Superkey This is a "key redefinition" program that "sits" in the RAM and is immediately accessible by pressing two keys even if the operator is working in another program. It has the ability to redefine keys and make "multiple key strokes" work as a single key stroke (up to 256 key strokes into a single stroke). It also includes an "encryption and decryption" capability. This is used to secure a file from snoopers by "locking out" those persons who want to read text. It requires that the operator insert a "password" to encrypt a document. That same password is required to read the document's contents.

SideKick This is a RAM resident program that includes a calculator, calendar, notepad, datebook, and telephone directory and dialer. It can be accessed at any time when installed into ram even though an operator is working in another program.

Ready This is a RAM resident program that can be used as a list maker, outliner for text, organizer of thoughts, date book, calendar, or quick source of telephone numbers (like a rolodex). When installed in RAM it can be accessed while operating other programs.

DesqView This is a multi-program, RAM resident program which permits an operator to "run" up to nine programs at the same time. It will permit an operator to have access to the "DOS system" while working in a text editor and operating telecommunications all at the same time. An operator may be interested in writing a memo in WordStar2000 and then switch immediately over to SuperCalc and then switch to SmartComm. All of this is done without "dumping" one program then "loading" another. The

operator simply "switches" by pressing a single key from one program to the other. It also has the capability of "transferring text or numbers from one program to another even when the programs aren't compatible. This involves "marking text (for example" in one document and then transferring a copy into another document located in another program").

[The RAM resident programs are utilities which sit in the 512 Kbyte memory and are directly accessible. They do not always like each other and so should be placed in RAM with some caution, especially if you want to run more than one RAM resident program at a time. DesqView is perhaps the most useful because it allows so much to be done at the same time.]

These are the principal software capabilities, but there are many more.

# SENSE INC.

*Sample Invoice*

## RECAP OF SERVICES FOR FEBRUARY 1-28, 1985 FOR LUMMI TRIBE

### TRIBAL - LIAISON

720 minutes  $\div 60 = 12$  hrs. X \$75/hr. = 900.00

### NON-LIAISON

2335 minutes  $\div 60 = 38.92$  hrs. X \$75/hr. = 2,919.00

### HOUSING - NON-LIAISON

150 minutes  $\div 60 = 2.50$  hrs. X \$75/hr. = 187.50

### EDUCATION - NON-LIAISON

240 minutes  $\div 60 = 4$  hrs. X \$75/hr. = 300.00

### FISHERIES - NON-LIAISON

150 minutes  $\div 60 = 2.50$  hrs. X \$75/hr. = 187.50

### ECONOMIC DEVELOPMENT - NON-LIAISON

315 minutes  $\div 60 = 5.25$  hrs. X \$75/hr. = 393.75

### IRS - NON-LIAISON

5205 minutes  $\div 60 = 86.75$  hrs. X \$75/hr. = 6,506.25

### SOCIAL SERVICES - NON-LIAISON

90 minutes  $\div 60 = 1.50$  hrs. X \$75/hr. = 112.50

\$11,506.50

### TOTAL MINUTES

NON-LIAISON 8485  
LIAISON 720

### TOTAL HOURS

NON-LIAISON 141.42 = 10,606.50  
LIAISON 12 = 900.00

\$11,506.50

# SENSE INC.

## I N V O I C E

TO : James Staley, Lummi Tribe  
FROM : C. Juliet Pittman, SENSE, Inc. *JUP*  
RE : Invoice for Professional Services February 1-28, 1986  
DATE : 1 April 86

<u>Date</u>	<u>Memo #</u>	<u>Activity/Function</u>	<u>Dept.</u>	<u>Time</u>
2/1		Administration (1/86 invoice)	T	195
2/3		Telecon from Lane on appointments; promotion of FY86 exemption of Tribes from sequestration with Northwest Tribal representatives contacting Interior appropriations staff, drafting of Andrews letter inquiry to HHS/Interior; draft Lane letter to Field (NTCA) on Tribal Gramm-Rudman strategy; background research on District court ruling on unconstitutionality of Gramm-Rudman; appointment scheduling	T T	45 150*
2/4		Coordinate/strategize with Northwest Tribal lobbyists on Tribal exemption from FY86 sequestration; telecon from Lane on appointments; telecon from Staley/Reichardt on relationship of sequestration/district court ruling to denial of HUD funding; attempt to secure copies of BIA FY87 budget	T T H	120* 75 30

INVOICE - LUMMI TRIBE

April 1, 1986

Page Two

<u>Date</u>	<u>Memo #</u>	<u>Activity/Function</u>	<u>Dept.</u>	<u>Time</u>
2/5	86-17	NSF Anthropology Support	Educ	45
		Coordinate/strategize with Northwest Tribal lobbyists on Tribal exemption from FY86 sequestration; telecon from Kinley/Wilson/Finkbonner on HUD problem; telecon from Lane on appointments and potential pullman car; secure FY87 budgets for BIA/IHS/Department of Education; appointment scheduling	T T H	120* 195 30
2/6		Strategize/coordinate with Northwest Tribal lobbyists on Tribal exemption from FY86 sequestration; meet with Fran Ayer on Gramm-Rudman; meet with Senate Select Committee on Indian Affairs on Gramm-Rudman; appointment scheduling	T T F	165* 180 60
2/7	86-18	Reagan Administration FY87 Budget Request Reflects Further Reductions	T	45
		Final coordination of Northwest Tribal lobbyists on Tribal exemption from FY86 sequestration; secure copies of NCAI/NTCA agendas; telecon with G.I. on computer linkage to transmit materials; secure copies of Andrews letter to BIA/IHS on sequestration impacts for FY86; three attempts at computer linkage with Russell (last attempt fails at 8:15 p.m.); appointment scheduling and finalize agenda; telecon from Lane on Gramm-Rudman, HUD, FTZ, APCC and appointments	T T IRS	90* 360 30

INVOICE - LUMMI TRIBE  
 April 1, 1986  
 Page Three

<u>Date</u>	<u>Memo #</u>	<u>Activity/Function</u>	<u>Dept.</u>	<u>Time</u>
2/8		Attempt computer linkage with Russell and include T.A. from R. Ryser; telecon from Lane on HUD/MBDA	T	60
2/9		Briefing/strategy session with Lane; provide delegation with initial itinerary; prepare IRS information packet for Shonone-Bannock (Sho-Ban) News correspondent and deliver to Lane at hotel and strategy discussion with correspondent	T IRS	90 120
2/10		Instructions from Lane on agenda additions; appointment scheduling and re-scheduling; staff support to delegation; telecon from Steve Kinley; telecon from Lane on need for necklace for NTCA; further initiatives with Navajo Nation and NCAI/NTCA on Tribal exemption from FY86 sequestration	T T	205 45*
2/11		Appointment scheduling and rescheduling; staff support to delegation; administration (finalize/proof 1/86 invoice); receive draft of Treaty Tribes of Pacific Northwest Memorandum (TTPNM) from Jewell James; continue coordination efforts for Tribal exemption from FY86 sequestration; arrange for early a.m. typing of TTPNM	T T IRS	180 30* 30
2/12		Proof initial draft of TTPNM; review draft and edit with James; final proof and delivery of 50 copies to NCAI convention; deliver necklace to Fields (NTCA); telecon George Smith for Lane; telecon from Lane on Spike Hanson in inside/outside press support for pullman car; appointment scheduling and rescheduling and staff support	T IRS	120 195

## INVOICE - LUMMI TRIBE

April 1, 1986

Page Four

<u>Date</u>	<u>Memo #</u>	<u>Activity/Function</u>	<u>Dept.</u>	<u>Time</u>
2/13		Meet delegation at Gramercy and strategize; discuss SENSE contract with G.I.; telecon with Staley on ANA materials; appointment rescheduling; staff support to delegation; attend meetings with BIA education staff, Donovan for Law Enforcement and Cox in Solicitor's Office with G.I. and Lane; finally secure successful computer linkage; staff strategize with delegation on effective utilization of pullman car; follow-up on sequestration exemption efforts	T IRS Educ  ED	150 210 60  30
2/14		Meet Lummi delegation for final strategy session including Phillip Martin; staff support to delegation; T.C. from Larry Kinley on Contract Support Fund problem with ICW; check with BIA Social Service and Senate Select Committee on Indian Affairs staff; background research with ANA for Staley and telecon findings to Staley; telecon strategize with Larry Kinley and selected councilmen on use of pullman car and determine initial list of Congressional invitees and luncheon guests; administration including retrieval of materials inadvertently left by delegation	T ED SS IRS	120 60 90 75
2/15		Administration	T	60
2/17		Telecon follow-up from Lane on Fritz, Yanagida, OMB-Taylor; convert background research; telecon from Lane at BIA agency on research and problems with education/law and order Tribal contracting; telecon from Lane on pullman car and potential needs for week of 2/24-28/86; background inquiry on MBDA and Everett agency budget	T ED IRS	60 90 30

INVOICE - LUMMI TRIBE

April 1, 1986

Page Five

<u>Date</u>	<u>Memo #</u>	<u>Activity/Function</u>	<u>Dept.</u>	<u>Time</u>
2/18	86-19	NOAA/NMFS Collide on Regional Fisheries Management Council Jurisdiction; NOAA Seeks Comments on Draft Report	Fi	45
	86-20	BIA Applications for Haskell	Educ	45
		Telecon with Keel on promise to resolve lawyers fee issue; telecon inquiry on Swimmer/Gjelde availability for lunch on pullman car; telecon from Lane on pullman car developments and MBDA; telecon inquiry with Union Station on location of Virginia Dawn and availability of electrical outlets and support equipment rental; attend AAIA meeting on JOM-Title IV administration proposal; telecon report on meeting with Lane/Oreiro; telecon with Warrell Communications	IRS	150
2/19	86-21(a)	Transmission of Delegation Material	T	45
	86-22	IRS Issue Information	IRS	45
		Draft letter to Jerry Milette, Chief of Western Shoshone National Council and assemble/forward by Federal Express material on IRS and Gramm-Rudman; telecon with Cagey and Jewell James and Lane on Milette material, IRS information, and copies of NTCA/NCAI IRS resolution	T ED Educ	30 30 90
		Federal Express IRS information and delegation material; telecon with NCAI/NTCA on resolutions; telecon with Tim Culley on pullman car and press conference strategy; telecon with Lane/Kinley on pullman car and reception/press strategy, support for Swimmer reception; telecon (2) with Lane/Kinley/	T IRS	30 450



## INVOICE - LUMMI TRIBE

April 1, 1986

Page Six

<u>Date</u>	<u>Memo #</u>	<u>Activity/Function</u>	<u>Dept.</u>	<u>Time</u>
2/19		Jewell James on developments; telecon with Staley (2) on potential support props; telecon with Lane on final pending decisions on pullman car; telecon with Lane on final pending decisions on pullman car; telecon with Dave Olson on potential schedule and pullman car capacity; telecon (3) to Spike Hanson		
2/20	86-23	BIA Fisheries for FY87 Reflects Previous Estimates	Fi	45
	86-21(b)	McClure Bestows on His Own	T	45
	86-24	Commerce /HHS Announce Federal Funding	ED	45
		Background research on Commerce/HHS and administration recession impact; telecon from Lane on "final" pullman car agenda; telecon from Lane on availability of: (a) Quality Inn for press conference (b) Beefsteak Charlies for strategy session with Indian organizations; check on Holiday Inn and make final arrangements with Beefsteak Charlie's; telecon follow-up with Tim Culley; telecon from Lane on hotel accommodation needs and make reservations; telecon with Lane on Lowry making joint press statement - (strategy/potential); initial preparation for Congressional/press mailings; secure press/foreign embassy listings; telecon from Staley on economic development papers; telecon from Lane on emerging developments/plans; develop administration mailing list and draft Kinley letters to NCAI/NTCA on IRS resolutions	ED IRS	60 300

## INVOICE - LUMMI TRIBE

April 1, 1986

Page Seven

<u>Date</u>	<u>Memo #</u>	<u>Activity/Function</u>	<u>Dept.</u>	<u>Time</u>
2/21		Forward Kinley letters to NCAI/NTCA; draft Chmn. Jourdain, Red Lake Chippewa letter to Lane on IRS and package IRS materials, Federal Express to Jourdain after Lane telecon review; instructional telecon from Lane on final pullman car agenda; telecon strategy with Dave Olson; telecon luncheon invitations for 2/27 to Mentor/Storey/Gjelde/Bach/Friday/Taylor/Jamieson/Ryan; draft Congressional reception invitation and telecon review with Lane; telecon from Lane on Oren Lyon participation and delegation hotel accommodations; telecon with NCAI/NTCA on availability for strategy dinner and press conference; prepare Congressional invitational letters and hand deliver to Capitol Hill; telecon to Lummi on progress/plans	IRS	540
2/23		Rough draft of press release statement; expansion of Congressional invitation list; telecon from Lane on developments; meet Lane and brief on plans and problems for week	IRS	240
2/24		Strategy session with Lane; confirmation on 2/27 luncheon, prepare invitational letters for Lane and forward; prepare/deliver more Congressional letter invitations; finalize press list, prepare press conference invitation, package/address 90 invitations and mail; telecon with Staley on Lummi promotional materials; visit pullman car with Lane and strategize/coordinate with Culley; staff support to Lane	IRS	660

## INVOICE - LUMMI TRIBE

April 1, 1986

Page Eight

<u>Date</u>	<u>Memo #</u>	<u>Activity/Function</u>	<u>Dept.</u>	<u>Time</u>
2/25		Draft/forward Lane invitation to President Reagan for lunch; draft press release descriptive statement; telecon follow-up to Congressional staff for reception; telecon (2) with Staley/Finkbonner and Betty on HUD priority/funding background; deliver more Congressional invitations to hill; review draft press statement with Jewell James on arrival; staff support to Lane; begin assembling press packets	H IRS	60 570
2/26		Meet delegation at Gramercy and brief on developments and plans; draft shortened press statement and edit longer press statement; attend meeting with Frank Ryan; pick up smoked fish at hotel and deliver to pullman car; final press statements and deliver with Lummi promotional materials to pullman car; coordinate Lyons arrival and connection with delegation; telecon promotion with Congressional staff on reception; telecon promotion and response explanation with domestic and foreign press; telecon with Kinley; Jones on developments; telecon from Finkbonner on timelines for Lummi housing advancements on HUD priority list; attend dinner with National Indian organizations at Beefsteak Charlies; staff support to delegation; continue developing press packets	H IRS	30 645
2/27	86-24	Background Information on Genocide Convention	IRS	45

<u>Date</u>	<u>Memo #</u>	<u>Activity/Function</u>	<u>Dept.</u>	<u>Time</u>
2/27		Re-edit shortened press state-ment to include Harjo (NCAI) and Lyons (ONandaga) and James/Cagey recommendations; research background on Green River Ordinance and Senate approval of genocide treaty; final packaging of press announcements; strategize with delegation; observe press conference in progress; secure genocide convention information and copy of 1/20/86 Swimmer letter to Kinley on IRS; debriefing with delegation; telecon conference with Kinley and delegation; hotel arrangements for Lyons departure; final wrap-up and instructions for next week from Jewell James and Lane (copies of Foreign Press booklet and Genocide Convention information given to Oren Lyons at delegation direction)	IRS	570
2/28		Staff support prior to delegation departure; telecon inquiries to USET, Minnesota Chippewa Tribes and Great Lakes Inter-Tribal Council on meeting James next week; lunch with Lane/Zeder and Ray Fields; telecon follow-up including friends committee on national legislation; telecon (3) with Staley; administration	T IRS	45 300

# SENSE INC.

## A WASHINGTON REPRESENTATIVE SERVICE

SENSE, INC. provides technical, support, and lobbying services for American Indian Tribes and organizations from its offices in Washington, D.C. SENSE, founded in April, 1979, operates under the premise that Indian Tribes and organizations need a Washington representative service to keep abreast of developments in Congress, the Courts, and the Federal bureaucracy and either take advantage of available Federal support and services or impact emerging legislation either through direct lobbying or hearing testimony.

SENSE staff provides a wide variety of support services for Tribal governments creating a cost-effective satellite office for Tribal concerns. SENSE monitors daily Federal publications, interviews Congressional and Executive Branch staff and reports via memorandum or telephone on government initiatives impacting the Tribes. SENSE also offers technical writing services for Tribal governments and Indian organizations ranging from full proposal development to hearing testimony and letters. On issues of specific concern to Tribes/organizations, SENSE serves an advocacy function with Congress and the bureaucracy in presenting the Tribal viewpoint to impact legislation or alleviate bottlenecks in the bureaucracy. Package/proposal pick-up and delivery services are also offered for Tribal governments to ensure timely receipt of information.

Conveniently located in downtown Washington, D.C., SENSE offices provides Tribal staff with meeting space accommodations, secretarial support services, and telephone message answering services while doing business in Washington. SENSE also provides hotel reservation and appointment scheduling for Tribal staff prior to their visit.

SENSE staff specializes in identifying funding sources for Tribally-identified projects from either the Federal government or private foundation and corporate sectors. Prior to Tribal staff follow-up visits with potential funding sources, SENSE provides a briefing on the agency, its staff, and their priorities. And if needed, SENSE will develop Tribal proposals to the submission stage or edit and recommend improvements on proposals generated at the Tribal level.

As a registered lobbying firm with Congress, SENSE specializes in legislation impacting American Indian Tribes. Besides the normal direct lobbying activities, SENSE has organized coalitions of Tribes and organizations in the past to either promote, alter, or halt legislation at the Committee level.

(over)

*In these difficult times of reduced domestic spending, SENSE offers a unique representative service for Tribal governments and Indian organizations. With its offices conveniently located in downtown Washington, D.C., SENSE serves as an extension of Tribal/organizational staff in its research, monitoring, and direct request assistance.*

*SENSE charges a reasonable hourly rate plus expenses for its service. Although contracts are normally for a specified number of hours per month, special task projects of short duration are also considered. Charges and services, therefore, are tailored to client needs.*

*Joe Tallakson, President of SENSE, has served Indian Country for over a decade as a local Tribal administrator, grantsman, and lobbyist. If your Tribe or organization is interested in technical, support or lobbying services, please contact Tallakson at:*

SENSE, INC.  
Suite 1033  
1511 K Street, N.W.  
Washington, D.C. 20005  
[202] 628-1151

*Currently, SENSE performs services under contractual agreements with five Tribal governments and one Tribal consortium in the Pacific Northwest, an Indian-controlled public school district, an Indian-owned construction company, a California-based Indian business consulting firm, and an Alaskan Native Village Corporation. Both NCAI and NTCA have contracted with SENSE for technical writing and consulting services over the years, including 1985. SENSE also contracts with behavioral and social science research institutions adding a broad technical assistance dimension to corporate capabilities. Specific tribal or Indian organization contacts, for reference or recommendation purposes, are available on request.*