

## Memorandum

To: To All Dialogue Participants and Staff

From: Kristi Parker, Michael Lesnick, Todd Barker, and Janesse Brewer

Subject: Follow Up from June 30-July 2, 1997 meeting in Baltimore

Date: June 28, 2004

Congratulations on a job well done in Baltimore! Only due to the hard work, commitment, and dedication of each participant was the Dialogue able to reach agreement on the 1) Threshold (Go/No-Go) Criteria, the Demonstration Selection Criteria and the Implementation Evaluation Criteria; 2) methods on how to proceed with the review of the Request For Proposals (RFP); the Citizens Advisory Technical Team (CATT); and the Broad Agency Announcement (BAA); and 3) plans for future interactions with the National Research Council (NRC).

This memo will serve as a DRAFT meeting summary, which capture the main agreements decided at the Baltimore meeting and outlines next steps for the dialogue process in **bold**. *At a minimum, please read through all the “bold” language so that you are aware of all next steps.* We have included copies of key charts and next steps to assist Dialogue participants in making outreach presentations and describing to their communities, agencies, and organizations the work of the Dialogue to date. Please return any comments or corrections regarding this memo to Janesse Brewer of The Keystone Center at [jbrewer@keystone.org](mailto:jbrewer@keystone.org) or fax at (970) 262-0152 no later than July 17, 1997. July 18 this memo will be finalized and placed on the internet.

### Program Evaluation Criteria

At the June 30-July 2 meeting in Baltimore, MD, the Dialogue group agreed to the Program Evaluation Criteria composed of the following sets of criteria: Threshold (Go/No-Go) Criteria (Attachment A), Demonstration Selection Criteria (Attachment B), and Implementation Evaluation Criteria (Attachments C).

Following full agreement on the Program Evaluation Criteria, the Dialogue group agreed to a July 28, 1997 RFP date to allow for the DoD legal, procurement, and technical teams to formalize and finalize the RFP language and to develop the confidential weighting/scoring system. Dialogue participants recognized that some changes to their agreed upon criteria and priorities may need to be slightly altered during this process. The Dialogue group agreed that the CATT Liaison Group comprised of Doug Hindman, Irene Kornelly, Bob Palzer, and Paul Walker will serve as the final reviewers for the Dialogue. The Liaison Group will ensure that the Dialogue’s intentions remain captured

in the final language. These four individuals will sign the necessary disclosure forms in order to participate in this process.

### Overview of Program Evaluation Criteria

<u>Criteria Step</u>	<u>Phase Description</u>	<u>See Attachment</u>
<i>Threshold (Go/No-Go) Criteria</i>	These criteria are used to evaluate proposals and award \$50,000 contracts to fill data gaps.	A
<i>Demonstration Selection Criteria</i>	These criteria are used to identify data gaps and for ranking technologies and determining which technologies will go to demonstration.	B
<i>Implementation Evaluation Criteria</i>	These criteria represent the basis for the recommendations that will be made in the Report to Congress.	C

### Ranking of Criteria

**Threshold (Go/No-Go) Criteria.** On 6/16/97 in Lexington, Kentucky, the Dialogue agreed to the Threshold (Go/No-Go) Criteria (Attachment A). Potential technology Providers must meet all of these criteria.

**Ranking within the Demonstration Criteria.** On 7/2/97 in Baltimore, MD, the Dialogue group agreed to this Demonstration Selection Criteria and ranking (Attachment B). Roman numerals indicate agreed upon ranking for the four top categories, Process Efficacy, Safety, Human Health and the Environment, and Business Factors. Traditional numbering indicates relative importance within each these top categories.

Within the Demonstration Selection Criteria, Process Efficacy was determined to be most important based on the concept that the alternative technology first and foremost *needs to effectively destroy* the assembled chemical weapon. Safety and Human Health and the Environment were considered equal in terms of importance to each other, following Process Efficacy. Finally, Business Factors was determined to be less important relative to the other three categories for the selection of technologies to be demonstrated.

**Ranking within the Implementation Evaluation Criteria.** On 7/2/97 in Baltimore, MD, the Dialogue group agreed to the Implementation Evaluation Criteria and ranking (Attachment C). Roman numerals indicate agreed upon ranking for the four top categories, Process Efficacy, Safety, Human Health and the Environment, and Potential for Implementation. Traditional numbering indicates relative importance within each these top categories.

Within the Implementation Evaluation Criteria, Process Efficacy was considered of equal importance to Safety and Human Health and the Environment, with the group expressing that *how effective* the alternative technology is at destroying the chemical weapons was as important as Safety and Human Health and the Environment at

this stage. Potential for Implementation was considered to be slightly less important than Process Efficacy, Safety, and Human Health and the Environment.

**Dots Exercise.** On 7/2/97 in Baltimore, MD, the Dialogue group completed a “dots” exercise depicting the relative distance between ranking criteria for both the Demonstration Selection Criteria and the Implementation Evaluation Criteria (Attachment D). While the chart cannot depict each individual’s relative distance between ranking criteria, the Dialogue participants recognized it as a valuable visual tool to be used by the DoD Technical Team in the weighting/scoring system.

### **Action Items for RFP**

- **DoD Legal, Technical, and Procurement Teams formalize and finalize RFP language;**
- **Liaison Group reviews RFP language to ensure the intent of Dialogue Language is maintained to the extent possible;**
- **RFP published on July 28, 1997; and**
- **Copies distributed to all Dialogue members on or around July 28, 1997.**

### **Broad Agency Announcement Summary of Baltimore Discussions**

The BAA will be published approximately two weeks after the RFP on August 11, 1997. DoD has requested Dialogue input in discussions regarding the BAA. A conference call will be scheduled in July to discuss key topics including how the NRC may interface with the BAA and how partial technologies identified in the BAA process could possibly interface with the total ACWA solution program. Additionally, the group will discuss how partial solutions can be assessed and reported on in the ACWA Program.

### **BAA Action Items**

- **The Keystone Center will work to set up a July conference call regarding the BAA with the following individuals who cited their interest: Ross Vincent, Cindy King, David Christian, Bill Pehlivanian, Chuck Comaty, and Ralph Collins.**
- **Any other interested dialogue participants should contact Caroline Brendel of The Keystone Center by Thursday, July 17, 1997 at (970) 468-5822 or by e-mail at cbrendel@keystone.org.**

### **National Research Council Summary of Discussions in Baltimore**

**NRC Statement of Task.** The Dialogue discussed the NRC’s Statement of Task, which directs the Committee to recommend alternative technologies for demonstration. With recommendations from some stakeholders in the Dialogue, individuals from DoD and the NRC will re-evaluate the current Statement of Task. A

representative from DoD stated that they would be discussing the possibility of the NRC Committee assessing and reporting on the entire ACWA Program, which may include the BAA process.

**NRC Committee Meetings.** There will be approximately five to six NRC Committee meetings around the United States that will be open to the public, with the understanding that any proprietary information would need to remain protected. Notification of meetings and meeting agendas will be posted on the internet prior to the Committee meeting. Information regarding upcoming meetings can be found at: <http://www2.nas.edu/dmst>. NRC's web site will soon be linked with the ACWA web site and Keystone web site. The first Committee meeting is tentatively scheduled for the last week of August in Edgewood, MD. There will be an attempt to finalize all subsequent meeting dates at this meeting.

**Stakeholder /Public Interaction with the NRC.** Members of the public as well as Dialogue members are welcome to attend NRC meetings. There will be a specific time in the agenda for public and possibly Dialogue participants or CATT members to comment at each meeting. A representative from DoD stated that he understood the importance of the Dialogue having technical expertise at the NRC meetings and stated that DoD will fund some Citizens Advisory Technical Team members to attend NRC meetings.

A representative from the NRC said the Committee would probably welcome a presentation from Dialogue group representatives at either the first or second NRC Committee meeting.

**NRC Committee Members.** The list of Committee members is still being finalized. The internet currently has a partial list and additional names will be added as individuals accept nominations to the Committee.

**NRC Report.** A representative from the NRC stated it would be possible for Dialogue participants to get a read-ahead of the final NRC report prior to the report being made public so that the Dialogue group is prepared to deal with any public and congressional reaction appropriately.

**NRC Review Process.** The NRC will be seeking ten to fifteen reviewers of like expertise to the Committee members to review the Committee report for approximately a three month time period. The NRC would welcome reviewee candidate names up until July of 1998.

### **NRC Action Items**

- **The NRC will link their web site to The Keystone Center's and ACWA's web sites;**
- **The BAA task group will discuss how the NRC may interface with that facet of the ACWA Program;**
- **Bill Pehlivanian and members from the NRC will discuss the possibility of changing the NRC's Statement of Task so that the NRC will assess the entire ACWA Program, including the BAA process;**
- **The Dialogue directed The Keystone Center to coordinate representative Dialogue members to make a presentation at the first or second NRC Committee meeting; and**
- **The Dialogue group needs to discuss and finalize what the Citizens Advisory Technical Team role will be at NRC Committee meetings.**

## **Citizens Advisory Technical Team Summary of Discussions in Baltimore**

The CATT Liaison Group comprised of Doug Hindman, Irene Kornelly, Bob Palzer, and Paul Walker did not come to conclusion regarding the six firms being considered as team leader for the CATT. The CATT Liaison Group made two recommendations that were agreed to by the Dialogue group. They are as follows:

1) The CATT Liaison Group will consider the six current team leader firms as well any additional firms between July 15-August 15, 1997. This would allow the CATT Liaison Group time to conduct interviews and check references as appropriate. The Liaison Group would be prepared to make a recommendation by August 15. The final decision will need to be approved by the full Dialogue group.

The CATT Liaison Group welcomes and encourages additional applicants for the CATT team leader. Please send applications for team leader firms to one of the above mentioned Liaison Group members by July 15, 1997. If additional applications are required please call Kimberly Collins of Horne Engineering at 1-888-482-4312.

2) The CATT Liaison Group will continue to take resumes for perspective CATT members. These resumes should be forwarded to one of the above Liaison Group members.

### **CATT Action Items**

- **Please send additional candidates for CATT team leader firms to one of the above mentioned Liaison Group members ASAP; and**
- **Please send additional resumes of possible candidates for the CATT to one of the above mentioned Liaison Group members ASAP.**

### **Congressional Meetings and Outreach**

Dialogue participants discussed the importance of keeping Congressional representatives informed of the Dialogue's progress throughout the ACWA Program. A number of stakeholders recommended that the Dialogue participants from each state coordinate and visit local Congressional offices together. The Keystone Center will create Congressional briefing packets for your use. These should be available after July 24, 1997. Please contact Kimberly Collins of Horne Engineering at [kcollins@horne.com](mailto:kcollins@horne.com) or at 1-888-482-4312 after this date for a packet.

The Keystone Center will continue to coordinate Dialogue members to conduct Congressional briefings on a more national level.

Please continue to reach out to individuals in your agencies, organizations, and communities regarding the dialogue process. The Keystone Center is available for strategic support, and Horne Engineering is available for any logistical support.

## **Action Items**

- **The Keystone Center will create Congressional Briefing Packets for Dialogue participants to use;**
- **Call Horne Engineering after July 24, 1997 to have Congressional Briefing Packets sent to you;**
- **Coordinate with other Dialogue participants from your state for these briefings; and**
- **Dialogue participants should continue outreach efforts within agencies, organizations, and to the public.**

The above summarizes the key discussions and action items at the Baltimore meeting June 30-July 2, 1997. We are tentatively thinking of the next full Dialogue meeting in October. Please find a list of key upcoming dates attached (Attachment E).

If you have any questions or comments, please contact any of the Keystone staff at 800-842-7485. Again, thank you for your hard work and commitment to this effort.

f:\data\278\08\baltsum.doc