

**DON'T SAY IT --- Write It!**

DATE: May 19, 1994

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*Tunnell for*

TO: Distribution

FROM: K. M. Leonard

H6-22

Telephone: 509-376-7065

cc: D. J. Carrell H6-22  
KML File/LB

SUBJECT: HANFORD NATURAL RESOURCE TRUSTEE FACILITATOR SOURCE EVALUATION BOARD

A meeting has been set up for Wednesday, May 25, 1994, to evaluate the proposal packages submitted for the position of NR Trustee Facilitator. Attached is the Statement of Work (Attachment A), Organization of Technical Proposal (Attachment B), Evaluation Criteria (Attachment C), Conflicts of Interest Certificate, and a List of Offerors. Please keep in mind that this information is confidential and should be treated as such.

The Conflict of Interest Certificate must be signed and returned at Wednesday's meeting before the decision making process can begin.

Tamra Simundson, our Procurement Specialist, will attend the meeting to assist with any questions or problems which may arise during the process.

The meeting will be held in the Vitro Building at 1835 Terminal Drive, Room 258, from 7:30 to 4:00. A map is attached. If you have any questions, please call me on the above number or on 373-6635, or call Linda Tunnell on 372-3166.

Attachments:

Hanford Natural Resource Trustee Facilitator Statement of Work  
Organization of Technical Proposal  
Evaluation Criteria  
Conflicts of Interest Certificate  
List of Offerors  
Map

Distribution:

Steve Cross  
Washington Department of Ecology

Dave Conrad  
Nez Perce Tribe

Chris Burford  
Confederated Tribes of the Umatilla Indian Reservation

Dirk Dunning  
Oregon Department of Energy

Bob Cook (won't be able to attend)  
Yakama Indian Nation

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HANFORD NATURAL RESOURCE TRUSTEE  
FACILITATOR STATEMENT OF WORK

Background

The purpose of this Statement of Work (SOW) is to define the requirements for a facilitator or pool of facilitators to support potential Hanford Natural Resource Trustees (NRT) in their interactions with other trustees as they explore possibilities for cooperative action on natural resource issues.

Scope of Work

Seller(s) will provide facilitator services to Westinghouse Hanford Company (WHC) Regulatory Analysis Department including, but not limited to, the following tasks:

Task 1 - Facilitation of trustee group interaction

Facilitate interaction between potential trustees on natural resource issues. This will include facilitation during trustee group meetings.

Deliverable - Prepare a report for distribution to the trustee group members at the conclusion of each meeting describing the discussion, outstanding issues, accomplishments, and action items or commitments made. A draft report will be provided to each trustee group member for review within 10 working days of meetings and will be offered for comment and approval at the beginning of the following week.

Task 2 - Communication

Communicate with trustees between meetings on the status of the following:

- 1) discussions
- 2) outstanding issues
- 3) accomplishments, and
- 4) action items and commitments

The above communication may include conference calls, letters, documents, manuals, trainings, etc.

Deliverable - Prepare a monthly progress report for distribution to the trustee group members.

Task 3 - Administrative Support

Provide administrative support to the trustee group including, but not limited to, preparation of trustee group work products, and handling meeting arrangements, clerical support for trustee group work products.

Deliverable - May include work products, meeting agendas, or other deliverables as defined by the trustees.

Task 4 - Miscellaneous

Any other miscellaneous that may be defined by the trustees during the course of the contract.

## ORGANIZATION OF TECHNICAL PROPOSAL

Each offeror shall provide a brief and concise technical proposal. Proposals submitted must be organized as described below and contain, at a minimum, the following information:

### Section 1 - Degree of Related Professional Experience

Your proposal should include a description of prior professional experience facilitating, mediating, or negotiating in similar types of situations including a description of the situation, affiliation of participants, description of the process used, and final outcome. It is not expected that confidential information be revealed in this description. However, sufficient detail should be provided to allow the proposal review team to determine the degree to which this prior professional experience is applicable to the type of work expected during performance of this contract. Also, include a situation where the outcome may not have been as positive as expected and what would be done differently if it arose again. In describing your prior professional experience, be sure to address such areas of interest as:

- 1) Work on natural resource or hazardous substance cleanup related controversies
- 2) Work with groups that include federal, state, and tribal governments
- 3) Work concerning ecologically or culturally sensitive areas
- 4) Work on issues of high public interest and/or conflict
- 5) Work mediating difficult disputes in a complex and diverse group process

In addition, provide a resume for each facilitator and/or clerical support including a statement a qualifications, education, experience, and related professional licenses or certifications.

### Section 2 - Understanding of Issues

In this section, provide a brief statement of your understanding of the issues involved in this facilitation. This should include potential facilitation issues as well as the legal and political issues. For background information, refer to Attachment E, Information to Offerors.

## EVALUATION CRITERIA

Technical proposals will be reviewed to determine if they are responsive to the Request for Proposal. A numerical score will be assigned to each section of the offeror's proposal, based upon the degree to which the proposal is deemed responsive to the criterion identified below.

The proposal will be assigned a numerical score for each criterion. Any criteria not addressed in the proposal will be assigned a score of zero. The score will then be summed to provide the proposal's total point score.

1. Degree of Related Professional Experience (50%)

Related experience of the proposed personnel. The experience should demonstrate the level of experience in serving as a facilitator and familiarity and knowledge of high public issues.

2. Understanding of Issues (20%)

Proposer's recognition, understanding, and ability to respond to the Statement of Work.

3. Price (30%)

After evaluation of the technical portion of the proposals, the offerors deemed to be responsive will be evaluated based upon estimated costs. Estimated cost will be determined from the cost proposal provided by the offeror. The offeror with the lowest evaluated price will receive the highest score in this category. The combined technical proposal score and the cost proposal score will be used to determine which proposals continue to be responsive. The relative weight of the technical proposal is 70% and the relative weight of the price proposal is 30%.

To: Tamra Simundson, WAES Services Procurement  
Board Secretary

#### CONFLICTS OF INTEREST CERTIFICATE

I certify that I am not aware of any matter which might reduce my ability to participate in the Facilitator Services support Source Evaluation Board proceedings and activities in an objective and unbiased manner or which might place me in a position of a conflict, real or apparent, between my responsibilities as a member of the Team and other interests.

In making this certification, I have considered all my stocks, bonds, other financial interests, and employment arrangements (past, present, or under consideration) and, to the extent known by me, all the financial interests and employment arrangements of my spouse, my minor children, and other members of my immediate household.

If, after the date of this certification, any person, firm, or organization with which, to my knowledge, I (including my spouse, minor children, and other members of my immediate household) have a financial interest, or with which I have (or had) an employment arrangement, submits a proposal or otherwise becomes involved in the subject project, I will notify the Chairperson of this Board, and thereafter, until advised to the contrary, I will not participate further in any way (by rendering advice, making recommendations, voting, or otherwise) in the work of this Board.

#### CONFIDENTIALITY CERTIFICATE

In anticipation of my participation on the Facilitator Services support Source Evaluation Board formed to evaluate the proposals submitted in response to the request for proposals for such support, I certify that I will not disclose, except pursuant to the order of a court of competent jurisdiction, any information either during the proceedings of the source evaluation or at any subsequent time, any information concerning the evaluation, to anyone who is not also authorized access to the information by law or regulation, and then only to the extent that such information is required in connection with such person's official responsibilities. Furthermore, I will report to the Chairperson any communication concerning the procurement or the Board's composition and activities directed to me from any source outside the Board.

\_\_\_\_\_  
Name (typed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

LIST OF OFFERORS

RFP NO. W-206042-GK FOR FACILITATOR SERVICES

Environmental Issues Management, Inc.  
720 Olive Way, Suite 1625  
Seattle, WA 98101

TLI Systems  
4340 East West Highway, Suite 1120  
Bethesda, MD 20814

Confluence NW  
2665 SW Sherwood Drive  
Portland, OR 97201

Sphere Environmental  
PO Box 22826  
Seattle, WA 98122

Triangle Associates, Inc.  
811 First Avenue, Suite 255  
Seattle, WA 98104

Subcontractor: Ross & Associates  
1218 3rd Ave., Suite 1207  
Seattle, WA 98101

Summitec Corporation  
665 Emory Valley Road  
Oak Ridge, TN 37830

Clean Sites  
53 W. Jackson Blvd., Suite 1632  
Chicago, IL 60604

Quantum Management Systems  
15455 NW Greenbrier Parkway, Suite 210  
Beaverton, OR 97006

Virginia Polytechnic Institute  
301 Burruss Hall  
Blacksburg, VA 24061

