



SRS Citizen's Advisory Board

SRS Citizens Advisory Board

Executive Committee

**North Augusta Community Center
April 13, 2004**

The SRS Citizens Advisory Board (CAB) Executive Committee met on Tuesday, April 13, 2004, at 2 p.m. at the North Augusta Community Center, North Augusta, S.C. The purpose of the meeting was to discuss future CAB Administration. Attendance was as follows:

CAB Members

Jean Sulc
Meryl Alalof
Gerald Devitt
Perry Holcomb
William Lawrence
Leon Chavous
Murray Riley
Bill Willoughby

Stakeholders

Mike French
Ernie Chaput

DOE/Contractors

Alice Doswell, DOE
Dennis Godbee, DOE
Wade Whitaker, DOE
Gerri Flemming, DOE
Tom Reynolds, DOE
Becky Craft, DOE
Teresa Haas, WSRC
Dawn Haygood, WSRC
Lyddie Broussard, WSRC

CAB Administration

Jean Sulc, SRS CAB Chair, noted that the purpose of the meeting was to discuss the path forward regarding procurement of an 8(A) small business firm to administer Board activities beginning October 1, 2004 or Fiscal Year 2005. She discussed the need for a smooth and transparent transition and then asked DOE to address the procurement process and CAB participation in the process.

Tom Reynolds, Acting Director of Contracts for DOE-SR, noted that the 8A is a subset of the small business process, which is a subset of the general federal acquisition process. The Small Business Act calls for a fair proportion of work to go to small business and the 8A section of this act calls for subcontracting with small, socially and economically disadvantaged firms. They are certified 8A by the Small Business Administration (SBA) and receive preferential treatment to assist in developing these firms into viable companies over time. There are seven exceptions that allow the federal government to procure directly with these type firms without having to competitively bid the contract. Mr. Reynolds explained that if a contract is worth more than \$3 million, then it must be competitively bid. A non-competitive award to an 8A firm through the SBA is generally done by word of mouth or as in this case from a set of pre-approved contractors to DOE. Mr. Reynolds stated that DOE is looking at four potential contractors for the CAB. The CAB cannot participate in the selection of the 8A, however they can sit down with DOE and the 8A firm to discuss the statement of work, he said.

Mr. Reynolds explained how the request for proposals would be provided to potential contractors and briefly discussed the Work for Others program. Mr. Reynolds agreed to provide the CAB a copy of the Request for Proposals.

Wade Whitaker noted that the Oak Ridge Board had arranged for quarterly meetings with the contractor following the award to review expenditures and provide feedback. The SRS CAB members agreed this would be a good idea to write into the statement of work for its contractor as well. CAB members will not be provided a list of 8A firms being considered due to business sensitivities, however once DOE has downselected to one firm, the Board will be involved in a Question and Answer session with the contractor. This meeting will be limited to a small group of CAB members and could occur by mid-May.

Mr. Reynolds explained the different parts to a contract noting that much will be standard government contracting language. The important parts will be the pricing schedule and statement of work that includes personnel qualifications.

There was general discussion regarding the support provided by WSRC public involvement liaisons. It was noted that they will still support the board from a technical issues standpoint, however all administrative support will be handled by the 8A contractor employees.

The meeting adjourned at 3:45 p.m.