



**Stevedoring and Related Transportation  
Services (S&RTS) IPT Meeting #2  
Charleston, South Carolina  
28 July – 1 August 2003**

**Meeting Notes**

**Tuesday, 28 July 03**

0800 Opening Remarks: Frank Giordano

0815 Administrative Matters, Introductions: Joe Mercier (Facilitator) & assistant

- Reviewed Rules of Conduct
- Reviewed Overall Objectives & Objectives for this IPT
  - Re: PWS topics: Add Financial Proficiency - Contractor will seek ways to improve financial efficiency without sacrificing quality. → Add contract clause (Value Engineering?)
- Reviewed Action Items from Last IPT. Updated the list with new modified assignees and noted those that were complete (see “S&RTS IPT-1 Action Items\_06-24-27-03\_rev.doc”)

0845 Review of Current Draft of PWS

- Cleaned up and added additional topics and requirements where necessary (see “S&RTS\_PWS Draft\_07-29-03.doc”)

1000 Break

1015 Continue Review of Current Draft of PWS

- (see “S&RTS\_PWS Draft\_07-29-03.doc”)

1200 Lunch Break

1300 Continue Review of Current Draft of PWS

- (see “S&RTS\_PWS Draft\_07-29-03.doc”)

1415 Break

1430 Review Parking Lot; Agenda for 29 July 03; Q&A; Confirm Action Items

**Questions & Answers**

- None additional



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Parking Lot Items

- None.

Action Items

- Add text to Section 1.2 – Background → *Toye Latimore*
- Input material for Section 2.1.1 – Description of Terminal and Operations → *Toye Latimore*
- Merge Section 2.2 into Section 2.1 → *Joe Mercier*
- Rewrite Section 2.1.3 – Contingency Labor Operations → *Frank Mach* → *Joe Mercier*
- Change “Stevedoring and Related **Transportation** Services” to “Stevedoring and Related **Terminal** Services” → *Joe Mercier*
- Rework Section 2.5 – Period of Performance (make contact base period 4 years) → *Jackie Woodson*
- Rework Performance Objective 8 – Cleaning “...shall include but not be limited to ...” → *Dennis Wenglund, Dan Monahan*
- Add contract clause (Value Engineering?) → MTAQ?

1500 Adjourn

1500 Site Visit of Charleston S&RTS Operation

1700 Site Visit concludes



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**Wednesday, 29 July 03**

0800 Review of Tuesday's accomplishments, review and add/revise action items (if any)

0810 Continue Review of Current Draft of PWS

- (see "S&RTS\_PWS Draft\_07-30-03.doc")

0945 Break

1000 Continue Review of Current Draft of PWS

- (see "S&RTS\_PWS Draft\_07-30-03.doc")

1200 Lunch Break

1300 Continue Review of Current Draft of PWS

- (see "S&RTS\_PWS Draft\_07-30-03.doc")

1415 Break

1430 Evaluation of Performance Requirements Summary (PRS) spreadsheet

- Walked through the draft PWS and identified which performance objectives are mission critical, for extraction to the PRS spreadsheet

1630 Review Parking Lot; Agenda for 30 July 03; Q&A; Confirm Action Items

**Questions & Answers**

- None

**Parking Lot Items**

- None

**Action Items**

- Add GFE and CFE descriptions to PWS → Jackie Woodson
- Input material for Management Expertise (formerly Section 2.2.3) → Joe Mercier



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- Rewrite PWS Section 4 – Contract Administration → Toye Latimore
- Revise Out-of-Pocket Expenses description → Jackie Woodson; Dennis Wenglund
- Rework Section 3.1 – “Use of Performance Measures/Standards” paragraph → Jackie Woodson

1700 Adjourn



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**Thursday, 30 July 03**

- 0800 Review of Wednesday's accomplishments, review and add/revise action items (if any)
- 0810 Continue Evaluation of Performance Requirements Summary (PRS) spreadsheet; Input of Quality Information (Acceptable Quality Levels (AQL's), surveillance methods)
- Generated a PRS spreadsheet critical requirements and associated quality information (see "S&RTS\_PRS Table\_07-31-03.xls")
- 0945 Break
- 1000 Working session on Quality Assurance Surveillance Plan
- Deleted (working material acquired in session above)
- 1200 Lunch break
- 1300 Working session on Evaluation Criteria, and Best Value Evaluation
- Brainstorming (breakout sessions) on what constitutes key factors for evaluation
  - Consensus list of criteria and subordinate factors
- 1430 Break
- 1300 Review Standard Procurement Cycle -- discuss ways to expedite
- This subject taken as an initial off-line action item, with possible follow-up at the next IPT
- 1445 Review/Revision of CLIN Structure (Solicitation Section B)
- Postponed to the next IPT
- 1545 Plan next IPT Session (as necessary): Availability dates, location; etc.
- Discussion settled on September 9-11 in Concord, CA (Concord port as sponsor)
  - Sept. 8 & Sept. 12 will be travel days.
- 1615 Migrate Parking Lot items to Action Items; Confirm Action Items, owners, due dates



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- Add contract clause (Value Engineering?) → *MTAQ?*
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1700 Adjourn