



**Agenda**  
**Stevedoring and Related Transportation**  
**Services (S&RTS) IPT Meeting #1**  
**Education Center**  
**Fort Eustis, Virginia**  
**24 – 27 June 2003**

**Tuesday, 24 June 03**

- 0830 Opening Remarks: Frank Giordano
- 0845 Administrative & Process Matters, Introductions, Rules of Conduct, IPT Process Outcomes; Objectives for this IPT: Joe Mercier (Facilitator) & assistant
- 0915 Acquisition Process to first RFP Release: MTMC/AQ
- 0930 Performance-Based Contracting & IPT Training: Joe Mercier
- 1000 Break
- 1015 Validation of Pre-meeting Requirement Definition, Flow Chart and rounding out requirements
- 1200 Lunch Break
- 1300 Begin work on PWS Development: Importing Processes
- 1415 Break
- 1430 PWS Definition Continued
- 1615 Parking Lot; Agenda for 25 June 03; Q&A; Confirm Action Items
- 1630 Adjourn

**Wednesday, 25 June 03**

- 0830 Review of Tuesday's accomplishments, receive action inputs (if any)
- 0840 Continue to develop PWS: Importing Processes
- 0945 Break
- 1000 Continue work on Importing Processes in PWS
- 1200 Lunch Break
- 1300 Begin work on Exporting Processes in PWS
- 1415 Break
- 1430 Continue work on Exporting Processes in PWS
- 1615 Parking Lot; Agenda for 26 June 03; Q&A; Confirm Action Items
- 1630 Adjourn

**Thursday, 26 June 03**

- 0830 Review of Wednesday's accomplishments, receive action inputs (if any)
- 0840 Continue to develop PWS: Exporting Processes
- 0945 Break
- 1000 Continue work on Exporting Processes in PWS
- 1200 Lunch break
- 1300 Recap PWS to this point

- 1330 Discuss Measures and Standards developed to this point
- 1430 Break
- 1445 Outline of QASP: Discuss source of measure data, responsibilities for measure and evaluation/assessment of Contractor performance
- 1615 Parking Lot; Agenda for 27 June 03; Q&A; Confirm Action Items
- 1630 Adjourn

**Friday, 27 June 03**

- 0830 Review Thursday's accomplishments, receive action inputs (if any)
- 0840 Discuss CLIN Structure for work to date
- 0945 Break
- 1000 Discuss Evaluation Criteria for work to date: Critical Items, Best Value
- 1100 Plan next IPT Session: Availability dates; Other Transportation Services; Location; etc.
- 1200 Adjourn