

USEITI Candidacy Application Subcommittee
Meeting Summary for Thursday, January 30, 2014, 2:00pm-4:00pm

Procurement Presentation:

Sherri Glover, Contracting Officer with the Interior Department who will be supporting USEITI, gave a presentation on the Federal acquisition process. She walked the group through the planning phase, the development phase, and the execution phase of the process. The planning phase entails identifying the requirement, forming the team, establishing roles, and conducting market research. The development phase includes writing the performance work statement, and determining evaluation factors and a quality assurance plan. Development phase also involves establishing an independent government estimate of the costs associated with the project. Additional decisions required during the development phase include:

- Contract Type (FFP, Cost Type, IDIQ, Performance Based, GSA Schedule)
- Use Commercial Item Test Program if under \$6.5M
- Acquisition Plan, Evaluation Plan, and the Solicitation

The execution phase is the phase when the solicitation goes out to offerors, proposals are evaluated, and the contract is awarded.

Bill Blake, a Solicitor with the Interior Department, gave a presentation on Procurement Integrity. He walked the group through personal and organizational conflicts of interest, the procurement integrity act, inherently government functions, and guidelines for MSG Advisory Committee Involvement.

Some Questions and Answers following the presentations:

Q: How do we handle the fact that there are a number of potential contractors who might be doing business with companies represented on the MSG Advisory Committee?

A: The conflict of interest doesn't always mean we can't do business with the company. It just means the conflict must be documented, reviewed by the SOL and contracting officer, and then the determination can be made if the conflict can be mitigated and made workable.

Q: Is there a way that we can broaden the GSA schedule to expand to innovative Silicon Valley vendors?

A: We don't have to use the GSA schedule, but it saves a lot of time. We can do it full and open, and would suggest using the commercial test program as a tool to help make that decision.

Q: Hasn't there been a history that some of the [evaluation] panel members can be non-government subject matter experts?

A: Yes.

Q: Can a subgroup of the MSG weigh in on selection?

A: There are some constraints. We could not disclose names of companies or any information that could identify offerors. There is information that would have to be kept totally confidential. Additionally, the more definitive the advice and the decisions, the more people are engaged which may cause integrity concerns.

Q: Could the MSG make recommendations on the GS Schedule?

A: Yes, but it would not be considered.

Q: Would we be prohibited in publicizing this RFP?

A: Any RFP publication must be consistent with the acquisition schedule.

Q: How possible is it to extend the contract to 5 years?

A: The maximum contract term is one year with four option years.

Current Subcommittee Tasks:

Draft TOR Template - The Government Sector sent out the draft TOR template for the full Subcommittee to review on Monday. Kim Oliver gave a brief overview of how the document was constructed. The question came up of what the Subcommittee will do next with the information from the procurement presentation. They agreed that Kim would begin working with the Contracting Officer to document the procurement process for inclusion as an Annex to the TOR.

Draft Contextual Outline – Betsy, John H. and Greg C. walked the group through the first draft of the Contextual Outline. One recommendation expressed was for the group to revisit the outline and document verbatim language from the EITI requirements for each section of the outline. It was agreed that the Workgroup would implement this suggestion brought up during the call and also reach out to sectors to assist with working on the substance of the outline which will help feed expertise.

Next Steps:

- Greg C., Betsy, John H., and Kim O. will work together as a small work group to merge the draft TOR and the contextual outline together and present the Subcommittee with a more complete and comprehensive draft TOR for discussion at the next Subcommittee meeting.

Next Subcommittee Meeting: Thursday, February 20, 2014

Subcommittee Members in Attendance

Danielle Brian, Project on Government Oversight
Paul Bugala, Calvert Investments
Greg Conrad, Interstate Mining Compact Commission
Marti Flacks, State Department
Susan Ginsberg, Independent Petroleum Association of America
Gregory Gould, Interior Department
Veronika Kohler, National Mining Association
Walt Retzsch, American Petroleum Institute

Invitees

Bill Blake, Interior Department
Rosita Christian, Interior Department
Ryan Ellis, Interstate Mining Compact Commission
Pat Field, CBI
Corey Gill,
Rachel Milner Gillers, CBI
Sherri Glover, Interior Department
Sherry Haswell, Interior Department
John Harrington, Exxon Mobil Corporation
Jennifer Heindl, Interior Department
Michelle Hertzfeld, Interior Department
Anthony Jasper, Interior Department
Chris Mentasti, Interior Department
Steve Rawlings, Interior Department
Bob Reynolds, BP America
Keith Romig, United Steelworkers
John Swedin, Interior Department
Betsy Taylor, Virginia Polytechnic Institute and State University
Debbie Tschudy, Interior Department
Lance Wenger, Interior Department
Jim Weiner, Interior Department

Staff

Kim Oliver, Interior Department, USEITI Secretariat
Mia Steinle, Project on Government Oversight
Katie Sweeney, National Mining Association