

Cliffside Refiners Limited Partnership (CRLP) Federal Acquisition Regulations
(FAR) Contract to 2021 Meeting
March 1, 2017 9:00 AM

Attendees:

Samuel Burton	Tom Harrison	Wally Nelson
Brock Van Anden	Melissa Hutchison	Nick DeMai
Amy Lueders	Timothy Spisak	Robert Lein
Theresa (Terry) Copeland	Nick Haines	Roya Babanoury
Adrienne Brumley	Aden Seidlitz	

Introductions: All personnel listed above introduced themselves at the opening of the meeting.

Contracting:

Timeline/Process

Sam B. – Welcomed everyone and reviewed the previous meeting. After a short review introduced National Operations Center (NOC) Contracting Officer (CO) Melissa Hutchinson to update on FAR contracting progress.

Melissa H. – The current CRLP agreement ends on March 31, 2018. The BLM is currently conducting market research regarding FAR based alternative options regarding helium operations. The market research will be conducted during the next couple of months. The procurement action position strategy decides what we will need to put in place by the end of next March. How we are going to compete it and what kind of contract were going to set up. We will work quickly because we are aware this expires next March, and something has to be in place prior to the expiration. Until we complete the market research in order to see what is out on the market; things are not set in stone on how we will move forward. You may see notices posted on Fedbizops.gov stating we are looking for information on what's on the market. I will inform you when the notices are posted. Melissa provided her point of contact information so CRLP personnel could contact her with questions and concerns. Telephone: (303)236-6677, email mhutchison@blm.gov.

Nick H. – How long will the market research take in your estimates?

Mellissa H. – Our hope is in the next month or two we would have an idea as to exactly how we are going to move forward. We are trying to get a large portion of the market research completed within the next month.

Nick D. – I will be your CRLP point of contact and I will disperse the information to the other members. I will send you an email later this morning with my point of contact information.

Melissa – Perfect, I was just going ask you for your point of contact information.

Sam – In past procurements whenever potential bidders ask questions there is a Q&A list generated by the contracting officer. Will those questions be available for all?

Melissa – Normally when questions are asked they are posted out there for everyone to see. They are generally posted on Fedbizops.gov.

Nick D. – We have to be careful of what we send in, in terms of information. The other side is CRLP will need to convene and discuss this with Roya, John or Jeff. The Bureau is going out in the market place to do research. To search out competition on something that does not belong to them. The way I understand all this is, is the BLM is going to do their process which is appropriate. However, she has to go to the public if you will, do the research and do the competitive whatever it is for an asset that does not belong to them. I'm not looking for an answer; just recognize that's probably a little bit weird.

Melissa – Allan when you say asset you're talking about the equipment there right?

Nick H – The plant, yeah the whole Plant.

Melissa – I am aware Sam has done a really good job of explaining to me how things are set up at the plant. I do understand the overall picture.

Nick D. – Back to the proprietary thing as an example, there is proprietary information related to the hardware. Which could be an inhibiting; in your ability to go out and get an all-inclusive response.

Wally N. – (Air products) some of the topics of concern will need to be discussed amongst the CRLP personnel. From a process standpoint it sounds like were going to follow a FAR process and effectively the CRLP will respond to that. However, what if we have ideas and proposals?

Melissa – That's one of the reasons why I want to let you know when I issue a sources sought notice. That would be a time where I am looking for information from industry which includes the CRLP. I am looking for different ways forward and different options in the market. Information submitted through a source of stock is not really a questions and answers. That's more of you providing us information through market research. The information is not shared with the public.

Wally – Is that information confidential or not?

Melissa – Yes. Unless someone; submits a request through FOIA. The solicitor's office would be involved for reasons of proprietary information. CRLP would be given the opportunity to redact proprietary information.

Sam – Are there any further questions for Melissa?

Nick H. – Probably more of a statement. We all understand what Melissa is doing which is in line in our meeting in late January. One of the concerns is obviously time and we discussed the various options:

1. Telling CRLP to remove the plant
2. Purchasing the plant
3. Continue to produce in a FAR based contract
4. Potentially the CRLP putting in a proposal to the BLM

It is now March if the market research takes two months you will be putting a lot of pressure on the BLM to conclude any deal and have it running in a nine to ten month time frame.

Sam - That's a fair statement Nick H. we are very much aware of our time line. I think you will see a very rapid movement on our part to try to get something together. In order for CRLP to see what the BLM's vision looks like. People need to evaluate what we put out as well. That is all part of the process.

Melissa - Yes, I agree Sam.

Sam – Do you think there is any value discussing the existing agreement?

Amy – I would say in acquisitions I don't think we only need to discuss this only because agreements whether a co-op or a grant is completely different from a FAR based contract.

Sam – No I meant just the existing one if there is any review that would be of any benefit. I guess I could open it up for other things we could talk about. We discussed that we are making progress, a timeline and discussed what it looks like, we will have a draft in a very short order, and there will be a lot of communication on government websites. Is everyone familiar with FedBizOpps.gov? Nick D. you know what FedBizOpps.gov is correct?

Nick D. – Yeah, I believe most of the CRLP personnel including myself know of its existence. However, we do not use the website very frequently.

Sam – I just wanted to make sure because this is a different process from what we have been using. We are not using Grants.gov or the agreement process like in the past. This is a FAR based contracting process and FedBizOpps.gov is a major part of that communication. I encourage you to lean on your experienced personnel to follow FedBizOpps.gov to follow current information. The communication on FedBizOpps.gov is the information that Melissa receives.

Nick D. – What Melissa stated in her presentation is important to us because Melissa stated she will keep us informed there is something to go look for on the website.

Melissa – Within the email when I send out information I will make sure I send the link.

Sam – Just to make sure everyone understands when there is some type of bid process. There are other systems you must be part of such as numbers and the ability to work with Sams.

Melissa – I would assume CRLP should be registered in Sams.

Nick D. – We are registered in Sams.

Sam – I am glad we have covered some of the finer points during the meeting. There were issues that could be potential problems so I just want to say thank you bearing with me through this process. Let's open it up the discussion for other potential concerns.

Tom H. – Melissa do you know what type of proposals will be posted on FedBizOpps.gov or the type of input you're looking for on the website.

Melissa – What I will be looking for is ideas, or needs; its market research not a proposal.

Tom H. – So the need would be to provide the service that the CRLP has been providing.

Melissa – Yes, it could be to provide the current service CRLP is providing or Ideas for moving forward.

Tom H. – Sam when you were talking you had mentioned the timeline that you distributed was there another timeline showing the key milestones?

Sam – We are still putting the updated version out however, basically the bookends for the timeline the current date we know. A new timeline is currently being put together as we develop this process. Estimates will be put together showing what the timeline will look like.

Nick H. – We also discussed a plan B in our meeting. Our concern is we get to Armageddon on March 31, 2018 and nothing gets done.

Sam – So with no further questions, when would be a good meeting time and day for the next meeting?

Melissa – The next time we are with you perhaps the week of April 3rd. Meetings first Wednesday of every month would work (Consensus by the group reached to meet monthly).

Next meeting: April 5, 2017 @ 8:00 AM Central and 9:00 AM Mountain Time.

No further Comments

Meeting Adjourned

Minutes - Transcribed from recording of teleconference March 1, 2017